



APPLICATION FOR APPEARANCE
before the
CONSTRUCTION AND FIRE PREVENTION
BOARD OF APPEALS

Procedures

1. Customer
 - (a) completes "Application for Construction and Fire Prevention Board of Appeals" form, including applicable supporting documents and a \$125.00 fee for the first new/alternative method or interpretation per address and \$30 for each additional new/alternative method or interpretation per address to the Office of the Building Official. PLEASE NOTE: Only one copy of the documentation is required if on 8-1/2"x11" paper; otherwise, 25 copies of documentation are required (Example: Blueline prints).
 - (b) receives triplicate copy of receipt to make payment. Take check and receipt to Cashier in main lobby. Return stamped copies of receipt to the Office of the Building Official. **IMPORTANT: the application and supporting documents must be submitted twenty-one calendar days before the meeting.** (Meeting date – 2nd Thursday of each month at 2:00 p.m. in Development Department Conference Room, Lower Level, City Hall).
2. The Building Official's Office checks to see if the application involves the following:
 - (a) New or alternate method of construction
 - (b) Interpretation of the Code
 - (c) Variance
 - (d) License/Registration Appeals
 - (e) Certification Appeals
 - (f) Other
3. The Building Official's Office places the request on the agenda.

Al Godwin, CBO
Building Official



DEVELOPMENT DEPARTMENT

APPLICATION FOR CONSTRUCTION AND FIRE PREVENTION BOARD OF APPEALS

Date Filed _____

Case # _____

Premises affected (Street Address) _____

Lot _____, Block _____, Addition _____

Owner (Lessee): _____

Mailing Address: _____

Applicant Name: _____ Organization: _____

Mailing Address: _____

To Chairperson, Construction and Fire Prevention Board of Appeals: (Check One)

Application is hereby made for:

- | | |
|---|---|
| <input type="checkbox"/> Variance | <input type="checkbox"/> License/Registration Appeals |
| <input type="checkbox"/> Interpretation | <input type="checkbox"/> Certification Appeals |
| <input type="checkbox"/> New or Alternate Method Approval | <input type="checkbox"/> Other |

- | | |
|------------------|---------------------------------|
| Section(s) _____ | of the Building Code applies. |
| Section(s) _____ | of the Electrical Code applies. |
| Section(s) _____ | of the Mechanical Code applies. |
| Section(s) _____ | of the Plumbing Code applies. |
| Section(s) _____ | of the Fire Code applies. |
| Section(s) _____ | of the Sign Code applies. |

Details of Request: (Use additional sheet if necessary)

New or Alternate Methods Only: Justify by telling how it meets the intent of the code and provide any test or performance data pertinent to the request. (Use additional sheet if necessary)

Enclosed herewith is the \$ _____ Filing Fee.

*Applicant Signature _____

Telephone number, including Area Code _____

* If not the owner of the property, a separate Letter Of Authorization MUST BE ATTACHED.



LETTER OF AUTHORIZATION
TO THE
CITY OF FORT WORTH

Authority is hereby granted to _____
(NAME)

(ADDRESS) (TELEPHONE)

To file an application to the Construction and Fire Prevention Board of Appeals in
my/our behalf for: (Please check)

- VARIANCE
- INTERPRETATION
- NEW OR ALTERNATE METHOD APPROVAL

PREMISES AFFECTED _____

LOT _____, BLOCK _____, OF _____ ADDITION

This authority is granted only for the following specific request:

Nature of request _____

The undersigned being the **PROPERTY OWNER** of the above described property.

NAME SIGNATURE

ADDRESS

TELEPHONE

Accepted for Case No. _____

By _____

Date _____