



INSTRUCTIONS: Appeal for Modification of Building Ordinance

1. Please print or type all information requested except where specified otherwise.
2. Additional sheets may be attached if necessary.
3. Substantiating data shall accompany all appeals.
4. Appeals shall first be submitted to the Building Official for approval or denial.
5. Appeals denied by the Building Official may then be appealed to Building Code Board of Appeals.
6. If further appeals are necessary, information may be obtained at the conclusion of the Board of Appeals meeting.
7. All correspondence shall be addressed to:

**Community Development Department
ATTN: Building Official
Hampton City Hall – 3rd Floor
22 Lincoln Street
Hampton, VA 23669**

8. Please be sure the owner and petitioner sign the form, unless the applicant is both the owner and the petitioner.



APPEAL FOR MODIFICATION OF BUILDING ORDINANCE

TO: Community Development Department
ATTN: Building Official
Hampton City Hall – 3rd Floor
22 Lincoln St., Hampton, VA

Date: _____

This Appeal is hereby petitioned for work on the premises located at:

ADDRESS: _____

OCCUPANT: _____

OWNER: _____
(NAME)

PETITIONER: _____
(NAME)

(No.) (Street)

(No.) (Street)

(City) (State) (Zip)

(City) (State) (Zip)

(Telephone No.)

(Telephone No.)

GROUND FORS APPEAL: Check appropriate space

INDICATE PETITIONED ACTION: See below:

- (a) The USBC has not been properly applied. _____
- (b) The Building Official has refused to grant a modification. _____

- (a) Specific modification desired.
(Specify section of Code appealed)
- (b) So as to permit action?
- (c) State why it is not practical to comply.

Petitioned Action:

Owner: _____
(Signature) (Date)

Petitioner: _____
(Signature) (Date)

(SEE REVERSE SIDE FOR INSTRUCTIONS)

FOR OFFICE USE ONLY

Decision of Building Official: Appeal Approved: _____ Appeal Denied: _____

Reason for decision: _____

