



CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
LIFE SAFETY SERVICES
GUIDELINES AND STANDARDS

Guideline H.02 – Appeals

H.02.1 PURPOSE

The purpose of this guide is to provide direction for appealing decisions or code interpretations made by the fire prevention staff.

H.02.2 SCOPE

The Fire Code creates a Board of Appeals to determine the suitability of alternate materials and methods and to provide for reasonable interpretations of the provisions of the Fire Code and its associated standards. The Board of Appeals created to hear and decide on fire prevention matters is the *Building and Fire Board of Appeals of the City of Newport Beach*.

H.02.3 PROCEDURE

Prior to an appeal to the Board, a request for the approval of alternate methods and materials must first be submitted to the Fire Chief or his designee for review (See Nbfd Guideline H.01).

An appeal may also be requested if an applicant disagrees with a code interpretation by the Fire Chief or his designee.

SUBMITTAL PROCESS

- 1 The applicant shall complete the attached Building and Fire Code Board of Appeals application.
- 2 12 copies of the completed application and any supporting material, along with the appropriate fee must be submitted to the Newport Beach Building Department Administrative Assistant at least four weeks in advance of a Board's scheduled hearing.



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Has a documentation of unreasonable hardship been filed? YES _____ NO _____

If YES, please attach a copy of that request and result if applicable.

Cite specific Article and Section of the Uniform Fire Code for which an appeal or alternate materials or methods is being requested. Attach two copies of all sketches, drawings, or diagrams. [One full size set and 12 sets no larger than 8 1/2" x 14"]:

State the action you are appealing and the date of the action **OR** the alternate materials or methods proposed.

Justification: State reasons for your appeal **OR** alternate materials or methods request. Attach additional sheets if necessary.

Owner/Applicant Signature: _____ Date: _____

Receipt No. and Stamp: _____