



CITY OF NEWPORT BEACH

Fire Department

Fire Prevention Division

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 Division.

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, a request for the approval of alternate methods and materials must first be submitted to the Fire Chief or his designee for review. Refer to Guideline H.01 – Request for Alternative Materials and Methods.

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.



BUILDING AND FIRE BOARD OF APPEALS

APPLICATION FOR:

- APPEAL** **ALTERNATE MATERIALS AND METHODS**

City of Newport Beach

Fire Department

100 Civic Center Drive, Newport Beach, CA 92660
(949) 644-3106

- Application is hereby made for an **Appeal** of decisions, determination or interpretation of the Fire Chief as provided in Section 104.10 of the California Fire Code.
- Application is hereby made for **Alternate Materials and Methods** as provided in Section 104.10 of the California Fire Code.

(For staff use only)	
Accepted By:	_____
Case No.:	_____
Fee:	_____
Date:	_____

PLEASE NOTE: A completed application (12 copies) must be received no later than four weeks prior to a Board's scheduled hearing to be considered for that hearing.

PLEASE PRINT IN INK OR TYPE ALL INFORMATION (If more space is required for reply, please attach additional sheets.)

Building Owner: _____ Phone: _____

Owner's Address: _____
Street City State Zip

Contact Person or Applicant (if other than owner): _____
_____ Phone: _____

Address: _____
Street City State Zip

Address or location of property, which is subject of the request: _____

Description of project proposed on property referenced above. Provide permit or plan check number if applicable.



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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 section(s) of the California 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: _____