

### **SUBMITTAL REQUIREMENTS**

**The following items must accompany this application and be reviewed and approved by the Building and Housing Codes Department for placement on the agenda.**

- 1. 17 copies of this application**
- 2. 17 copies of site plan and/or any other applicable detailed plans pertinent to this appeal. Plans shall be no larger than 8 ½” x 14”.**
- 3. Check for \$100.00 for filing fee payable to the City of Jackson.**

**Assemble and staple 17 sets Items 1 and 2 above. Hearings are the third Thursday of each month. Filing deadline is the first Thursday of the month.**

**CITY OF JACKSON  
BUILDING AND HOUSING CODES DEPARTMENT  
APPLICATION FOR CODE ADVISORY/APPEALS BOARD**

CASE NO. \_\_\_\_\_

FOR: \_\_\_\_\_  
(Address of Project Being Presented)

Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Arch/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**CODE INFORMATION**

SPRINKLERS EXIST. AND/OR PROPOSED YES: \_\_\_\_\_ NO: \_\_\_\_\_

USE GROUP: \_\_\_\_\_ TYPE CONSTR: \_\_\_\_\_

NEW CONSTR. SQ. FT. \_\_\_\_\_ EXIST. BLDG. \_\_\_\_\_

TOTAL BLDG. SQ. FT. \_\_\_\_\_ NO. STORIES: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**APPEAL INFORMATION**

I, \_\_\_\_\_ the undersigned, appeal

Section/Sections \_\_\_\_\_ of the \_\_\_\_\_

\_\_\_\_\_, based upon my belief that:

(Appropriate Codes)

- |     |    |  |
|-----|----|--|
| ( ) | 1. | The true intent and meaning of the code has been misconstrued or incorrectly interpreted by the Building Official.                 |
| ( ) | 2. | The provisions of the Code do not apply.   |
| ( ) | 3. | The alternate mode or manner of construction or material being proposed is equal to the code application of the Building Official. |