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 $200.00 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: Supporting documents are required to be on 8½” X 11” paper.

   (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 the Development Department Conference Room # 103, Lower Level, Municipal Building).

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.

Evan Roberts,
Building Official
PLANNING AND 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:
Application is hereby made for: (Check One)

______ Variance request             _____ License/Registration Appeals
______ Challenge Official’s Interpretation   _____ Certification Appeals
______ New or Alternate Method Approval      _____ Other

Section(s) ___________________________________________ of the Building Code applies.
Section(s) ___________________________________________ of the Residential 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______________________________

E-mail address___________________________________________________

* 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 __________________________________________