

**MOUNT PLEASANT TOWNSHIP  
UNIFORM CONSTRUCTION CODE APPEALS BOARD  
INSTRUCTION SHEET FOR APPLICATION OF APPEAL**

All Pennsylvania Uniform Construction Code appeals for Mount Pleasant Township, Washington County must be submitted to the Building Code Official (BCO) with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult the BCO for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Complete the Petitioner, Property Owner, and Property Location Information
2. Choose Appeals Hearing:
  - a) **Appeals Hearing:** Hearing format where the Petitioner and owner presents the appeals request to the Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people whom present information will be testifying under oath during the proceedings. The Appeals Board may have legal counsel present and a stenographer at the Hearing.  
**Fee:** See Fee Schedule
3. Select the appropriate ICC Code for which the appeal is requested. Attach a copy of the code section for which relief is being requested. Check the appropriate ICC Code and provide the code section number on the space provided.
4. Select reason for appeal. The Pennsylvania Uniform Construction Code Act contains justifications for appeal of the Pennsylvania Uniform Construction Code. These provisions for appeal are:
  - a) The true intent of the Act or Uniform Construction Code was incorrectly interpreted.
  - b) The provisions of the Act do not apply.
  - c) An equivalent form of construction is to be used.
5. Provide supporting documentation and/or the relief requested from the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
6. Complete Certification Page with Notary signature and seal.
7. Provide eight (8) copies of all documentation provided which is larger than 8-1/2" x 11".

Payment for Meeting or Hearing is due at time of application. Checks shall be made payable to **Mount Pleasant Township**

**APPLICATION OF APPEAL  
UNIFORM CONSTRUCTION CODE APPEALS BOARD**

**Petitioner:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_  
*(for appeals hearings, list witnesses on witness registration page)*

**Property Owner:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Location:**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Appeal Method:**

\_\_\_\_\_ Appeals Hearing

-----Office Use Only-----

Date Submitted \_\_\_\_\_

Fee \_\_\_\_\_

Permit No. \_\_\_\_\_

Received By \_\_\_\_\_

**ICC Code for which appeal is requested:**

*(list applicable code section(s) behind code and attach copy of the text of the code)*

\_\_ International Building Code \_\_\_\_\_

\_\_ International Residential Code \_\_\_\_\_

\_\_ International Existing Building Code \_\_\_\_\_

\_\_ International Fire Code \_\_\_\_\_

\_\_ International Mechanical Code \_\_\_\_\_

\_\_ International Plumbing Code \_\_\_\_\_

\_\_ International Fuel Gas Code \_\_\_\_\_

\_\_ International Energy Conservation Code \_\_\_\_\_

\_\_ International Urban-Wildland Interface Code \_\_\_\_\_

\_\_ ICC Electrical Code \_\_\_\_\_

**Reason for Appeal:**

\_\_\_\_\_ The true intent of the Act or Uniform Construction Code was incorrectly interpreted.

\_\_\_\_\_ The provisions of the Act do not apply.

\_\_\_\_\_ An equivalent form of construction is to be used.

\_\_\_\_\_ Request for variance (modification).

\_\_\_\_\_ Request for extension of time.

**Supporting Documentation and/or Relief Requested:**

*(use separate sheet if necessary)*

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**CERTIFICATION PAGE**

I, \_\_\_\_\_ . Hereby attest the attached information is true and accurate for the property located at \_\_\_\_\_ in Mount Pleasant Township, Washington, County.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Print Name and Title

SWORN AND SUBSCRIBED before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

I hereby authorize the Mount Pleasant Township Board of Appeals of Mount Pleasant Township and the UCC Appeals Board and other Township Officials to view and inspect the property which is the subject to this Application at any time during the pendency of said Application and the construction related thereto.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Signature of Property Owner

**WITNESS REGISTRATION PAGE**

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (circle one):

Architect      Engineer      Contractor      Lawyer      Other\_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (circle one):

Architect      Engineer      Contractor      Lawyer      Other\_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (circle one):

Architect      Engineer      Contractor      Lawyer      Other\_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (circle one):

Architect      Engineer      Contractor      Lawyer      Other\_\_\_\_\_

*Use multiple sheets if required*