

BC BUILDING/PLUMBING INTERNAL CODE APPEAL APPLICATION

Building Section - Development, Engineering, and Sustainability Department
105 Seymour Street, Kamloops, BC, V2C 2C6
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Internal Code Appeal: Where a resolution to a result related to a plan review or inspection deficiency is not possible with a City Building Official, a formal appeal request can be made by the appellant and is to be submitted to the Building Section under the following requirements:

- A completed City of Kamloops internal code appeal application form. The applicant completes Section 1 on page 2, and the Building Official completes Section 2 on page 2.
- An agency agreement must be provided if the appeal is not made by the owner/agent on record.
- Written details of the dispute with specific reference to the Code section(s) with accompanying intent and objective/functional statements when applicable.
- Sufficient data to support the appeal (e.g. drawings, photos, BC Code appeals/interpretations and reports).

A decision or extension request will be provided within three to five working days from the accepted application date. No works shall continue in the affected area of the dispute unless otherwise confirmed with the Building Official involved with the project.

Project Address:		Date:
Building Type: ☐ Commercial ☐ Industrial ☐ Institutional ☐ Residential ☐ Other:		
Code Classification (Group/Division):		
Appeal Requested For: ☐ BC Building Code ☐ BC Plumbing Code		
Appellant		
Name:		Phone
Company Name:		Cell
Address		Email Address
City	Province	Postal Code
Building Information		
Owner Name:		Phone
Project:		Cell
Address		Email Address
City	Province	Postal Code
Please Print Name (applicant)		Signature (applicant)
For Office Use Only:		
Appeal Decision:		Date of Initial Review:
Reason for Decision Provided:		
Reviewed By:	Signature:	Date:

Section 1 - Appellant's Position: Please provide relevant information related to the disputed code reference and supply supportive documentation.	Code Reference Number(s):
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Note: The objective statement and intent should be clearly identified as part of the appeal summary.

Summary: (attach any supporting documentation)

Section 2 - Building Official Position:	Code Reference Number(s):
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Note: The objective statement and intent should be clearly identified as part of the proposed solution(s).

Summary: (attach any supporting documentation)

Where a decision made by the Chief Building Official or the Building and Engineering Development Manager is still in dispute, a formal BC Code Appeal application shall be made to the Building Code Appeal Board. Board decisions are final and binding.

The Appeal Board cannot relax, waive, or alter any part of the BC Building Code.

An appeal does not approve building materials, products, or systems. Where proprietary products or specialized knowledge are required to achieve a final decision, on-site verification by the registered professional and/or an alternative solution may be required.