



APPEALS TO THE THREE-MEMBER PANEL AND THE BOARD OF BUILDING REGULATION EXAMINERS AND APPEALS

Anchorage Municipal Code (AMC) Title 23, Part 23.10.103 allows for appeal of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the technical code. Part 23.45 also allows for appeals of certain orders of the Fire Official. Appeals are made to the Building Board of Regulations Examiners and Appeals.

1. Some reasons for appealing to the Building Board may be:
 - a. difference of opinion in interpretation of code;
 - b. denial of a request for alternate methods and materials.
2. The procedure for filing an appeal is:
 - a. The appellant must pay a \$500.00 filing fee and submit their notarized appeal to the Building Board Secretary, who schedules a hearing date.
 - b. Materials presented to the board shall not exceed a five-page executive summary.
 - c. Supporting documents, such as drawings and/or calculations, are in addition to the executive summary.
 - i. Materials must be turned in ten (10) business days before the meeting to staff.
 - ii. Time allowed for initial case presentation is limited to 10 minutes by staff; staff and the appellant shall each have 30 minutes to present; the appellant shall have 15 minutes for rebuttal.
 - d. A staff report presenting Building Safety's or Fire Prevention's opinions is prepared and will be available to the appellant at least five (5) business days prior to the hearing date.
 - e. The notice of appeal and hearing date is posted in the Municipality's electronic calendar system and on the Building Safety's website under News.
3. Appellant or their representative must appear before the Three-Member Panel and/or the Building Board on the specified date and time to plead their case. Legal counsel may be utilized by the appellant but is not required. Specific procedures governing appeals are described in the Anchorage Municipal Code of Regulations (AMCR) 23.10.
4. In most cases, decisions are rendered at the time of the hearing. The appellant may appeal to the full Board for an additional \$500 filing fee if their panel appeal is denied.
5. If appeal is denied by the panel; then by the full Board, the appellant may further appeal to the Alaska Superior Court within 30 days.

Bryce Hamels, Chair
Board of Building Regulations
Examiners & Appeals Examiners & Appeals

Greg Soule
Building Official & Director
Development Services Dept

MUNICIPALITY OF ANCHORAGE
Appeals to the Three-Member Panel and the
Board of Building Regulation Examiners and Appeals

Date _____ Building Board Case No. _____ Permit No. _____

___ Appeal Emanating from Action of the Building Official

___ Appeal Emanating from Action of the Fire Official

I (we) _____
Appellant Telephone Number Email

of _____
Mailing Address City State Zip Code

request a determination be made by the Building Board on the case of:

a. _____ permit denial
(type)

b. _____ (other)
(please state)

Street Address of Project: _____

Legal Description: _____

Between Cross Streets: _____ and _____

Status of Project: (check applicable boxes)

- a. Construction has ___ has not ___ started.
- ___ b. Construction was suspended more than six months ago.
- ___ c. Construction is in progress, but a stop-work order has been issued by the Municipality.
- ___ d. Construction is pending.
- ___ e. Other _____
(please state)

This appeal is based on the action of the Building Official or Fire Official, who claims that:
(check one or more)

- ___ a. Materials(s) chosen (is) (are) not appropriate for intended use.
- ___ b. Type(s) or method(s) of construction (is) (are) not permitted.
- ___ c. A Fire/Life Safety deficiency exists for the intended type of occupancy, which takes precedence over the plans as submitted and approved for permit.
- ___ d. Other _____
(please state)

