



**Building Approvals Division
Appeal Process**

**No.: PERMITS-31
Date: 2002-10-09
Revised: 2016-03-31**

Purpose:

To inform registered professionals, contractors and designers of the Building Approvals Department Appeal process.

Background:

- Recently, the Building Approvals Department undertook an extensive review of how we do business. As part of this review, our various client groups were contacted and provided an opportunity to discuss how we can improve our level of service and provide more customer options.
- In order to improve the speed of service and provide an additional choice for the client, the City has established an independent internal appeal process, which is available to the client prior to utilizing the Provincial Building Code Appeal Board.
- The internal process handles requests for further consideration of technical decisions made during the plan review or inspection process related to an interpretation on the BC Building Code.

Implementation:

- Requests may be made by mail, fax, or hand delivery. All requests are to be in writing and contain all relevant information such that a determination can be made without requiring additional information from the applicant. (See attached Interpretation Request Form).
- The applicant will be given an opportunity to appear before the Richmond Appeal Panel to explain their interpretation of the Code.
- The Richmond Appeal Panel will be made up of cross-divisional staff (ie. Plumbing/Gas Inspections, Building Inspections, and Permits Sections).
- The Richmond Appeal Panel will review the applicant's Code interpretation and will also gather input and opinion from external agencies such as, Provincial, NRC and other municipalities.
- The City will respond to most hand delivered requests within eight (8) working days.
- This process does not replace the BC Building Code Appeal Board. The applicant can, at any time, utilize the BC Building Code Appeal Board.
- Should you have any questions, comments or suggestions concerning this bulletin, please contact our Code Engineer, Permits Section at 604-204-8515.

See attached →



Interpretation Request Form

Your request for an interpretation is to be submitted to:

*Richmond Appeal Panel
c/o Manager, Building Approvals Department
6911 No. 3 Road
Richmond, BC V6Y 2C1*

Your request may be submitted by fax, providing the supporting documents are no larger than 8½" by 11" and both sides of this form are sent.

Fax: 604-276-4063

Project Address: _____

Code Reference: _____ Subject: _____

(Ensure the above is the same as on Page 2 of 2)

Submitted By:	
Signature:	Date:
Address:	
City:	Postal Code:
Telephone Number:	Fax Number:
E-Mail Address:	

Do NOT complete this portion.

Received By:	Date:
File No.:	

Document: BC Building Code Farm Building Code Part 7 BCBC

Code Edition (Year):

Code Reference:

Subject:

Provide your interpretation or understanding of the Code with an explanation. Include any supporting documents or other interpretations received.

I also wish to attend in person to explain my interpretation of the above:

Yes

No

Please ensure the reverse side (Page 1 of 2) is completed.

Date Received: _____

File No.: _____