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| Date _____ | Received by _____ |
| Tracking Number _____ | |

BOARD OF BUILDING STANDARDS AND APPEALS APPLICATION

APPLICATION REQUIREMENTS

Your appeal will not be heard if your or your duly authorized agent is not present at the time your appeal is brought before the Board of review. Instead, it will be deferred until your request, in writing, that you wish to have it placed on the agenda again for the next Board meeting.

Written Board decisions are mailed approximately 30 days after the meeting.

In the event a covenant or affidavit is required by the Board, the Department of Safety and Permits will not issue a permit or Use and Occupancy Certificate until the covenant or affidavit has been submitted to this office.

The Department may also require other issues be resolved, even after the Board renders its decision, before a permit is issued. If you have any questions or need assistance during this process, please contact this office.

REQUIRED ATTACHMENTS

The following papers must be filed with the Board of Building Standards and Appeals at the time of application.

REQUIREMENTS FOR YOUR COMPLETE APPEAL PACKAGE ARE AS FOLLOW:

A digital copy of the appeal form must be completely filled in. Please type or print in ink.

A digital copy of your statement to the Board of the principal points, upon which the appeal is based, is required of the appellant.

DIGITAL copy of ALL files emailed to BBSA@nola.gov All plans should be combined into a single-file PDF. All other documents shall be labeled and saved as PDF.

Vieux Carre locations only: In addition to the above, a digital copy of a letter from the Vieux Carre Commissions (VCC) is required for work under VCC jurisdiction.

Openings located on a property line: In addition to Items 1-3, applicant must provide a digital copy of a sketch or plan.

For Floor Elevations only: In addition to Items 1 & 2, applicant must submit a digital copy of a certified flood elevation certificate in NAVD (North American Vertical Data) . (For New Construction please submit construction benchmark on the current three part City form. For Existing Buildings please submit a FEMA Elevation Certificate with photos attached of all 4 sides.)

You are required to provide one set of plans at this hearing or your case will not be reviewed.

Fees for appeal for one or two family dwellings are \$200.00. Fees for all other cases \$800.00. THE FEE FOR AN AFTER-THE-FACT SUBMISSION WILL BE TRIPLED. Please make check payable to the City of New Orleans. The appeal fee shall be submitted with the completed appeal package.

As you collate your documents, please place the application form on top, next your letter to the Board, then the denial letter, and last, any additional information you wish to include. If you have any questions or need assistance during this process, please contact this office.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED NOR REVIEWED BY THIS BOARD

