



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.

A digital copy of the "denial" letter you received shall also be included.

DIGITAL copy of ALL files emailed to Jay.Dufour@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



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BBSA APPLICATION

Applications must be complete and submitted at City Hall. Faxed, emailed or incomplete applications will not be accepted.

Type of application: Variation Interpretation of Section _____ of the Building Code, pursuant to the provisions of Ordinance 26,262 MCS pertaining to:

Erection	Alteration
Maintenance	Conversion

Related Building Permit Application Number _____

Property Location _____

Bounding Streets _____

APPLICANT INFORMATION

Applicant Identity: _____	Property Owner	Architect	Engineer	Agent
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Applicant Name _____

Applicant Address _____ City _____ State _____ Zip _____

Applicant Contact Number _____ Email _____

PROPERTY OWNER INFORMATION SAME AS ABOVE

Property Owner Name _____

Property Owner Address _____ City _____ State _____ Zip _____

Property Owner Contact Number _____ Email _____

Note: If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on behalf of the corporation must be included. If ownership is a LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.

STRUCTURE INFORMATION

SQUARE FOOTAGE
TOTAL: _____ Largest Floor Area: _____ Ground Floor : _____ Addn: _____ No. of Stories _____

OCCUPANCY GROUP (Check One);					
Assembly: A-1, A-2, A-3, A-4, A-5	Institutional: I-1, I-2, I-3, I-4, I-5				
Business	Mercantile				
Educational	Residential: R-1, R-2, R-3, R-4				
Factory/Industrial: F-1, F-2	Storage: S-1, S-2				
Hazard: H-1, H-2, H-3, H-4, H-5	Utility				

CONSTRUCTION TYPE (Check One):	FIRE SUPPRESSION (Check One)
I-A I-B II-A II-B II I-A III-B	Fully Sprinklered
IV V-A V-B	Partly Sprinklered
(NOTE: Type V-B is NON-RATED wood frame construction)	Non-Sprinklered

FIRE DISTRICT:
Is this property within the Inner City Fire Limits? Yes No

ACKNOWLEDGEMENTS

I hereby certify that all the above statements and the statements contained in the papers submitted herein are true.

Signature of Applicant _____ Date _____