



CITY OF PHILADELPHIA

FIRE DEPARTMENT

Fire Administration Building
240 Spring Garden Street,
Philadelphia, PA. 19123-2991

LLOYD AYERS
Fire Commissioner



FIRE CODE VARIANCE APPEALS

INSTRUCTIONS FOR COMPLETING A VARIANCE APPEAL FORM

Appeals for variances from the requirements of the Philadelphia Fire Code are handled by the Fire Department via the Board of Safety and Fire Prevention. The appeal can be a request to meet the intent of the code by other means or a request for additional time to comply with the requirements of the code. Administrative and inspection duties involved with an appeal are handled by the Fire Department's Fire Code Unit. After an appeal is received an inspection of the property, related to the appeal, is conducted by an inspector of the Fire Code Unit. Following the inspection a hearing is scheduled before the Board of Safety and Fire Prevention. They will hear the appeal and make a recommendation to the Fire Commissioner who has the authority to grant or deny variances from the Fire Code.

A fee and various documents are required to file an appeal. The fee is \$100.00 per building. Appeals, including a copy of the Violation Notice(s) issued by the Department of Licenses and Inspections must be sent (post marked) to the Fire Department within 30 days of the date on the Violation Notice. If a Violation Notice was not issued, but the request is in violation of the Fire Code, indicate "permission request" in the section of the form entitled violations under appeal. If the violations have been referred to enforcement court, an appeal can only be accepted accompanied by a letter of remand from the court. Appeal forms must be signed by the applicant or owner. All of the following is required before an appeal can be accepted:

1. A \$100.00 check or money order made payable to the City of Philadelphia.
2. Two copies of the appeal form.
3. One copy of each Violation Notice (or Building Permit Refusal) issued to the property.
4. A copy of the most recent Zoning/Use Registration Permit and Certificate of Occupancy

Send appeals to: Philadelphia Fire Department
Board of Safety and Fire Prevention
240 Spring Garden Street
Philadelphia, PA 19123-2991

FIRE CODE VARIANCE APPEAL

Board of Safety and Fire Prevention

Fire Administration Building

240 Spring Garden Street, Philadelphia, PA 19123-2991

Voice: (215) 686-1356 Fax: (215) 686-1167

Address of Property: _____

Appellant's Name: _____

“ Address: _____

City, State, Zip : _____

Owner's Name: _____

“ Address: _____

City, State, Zip: _____

Contact Name: _____

Phone number: _____

Violations under appeal: (violation notice or permit refusal and a check for \$100.00 payable to the City of Philadelphia is required)

Describe the extraordinary conditions which make the literal enforcement of this code result in an unnecessary hardship:

Describe the proposed provisions that will fulfill the intent of the Fire Prevention Code and will ensure public safety:

I certify that I am familiar with the subject building and that the information provided herein is true and factual, and that I am the owner or am authorized by the owner to act in his/her behalf on this appeal.

Appellant's Signature: _____

Please print name: _____

Date: _____

••SUBMIT IN DUPLICATE••