



Department of Building & Fire Prevention

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TO: INDIVIDUALS FILING APPEALS

RE: GUIDELINES FOR PREPARING APPEALS

Use of this guideline is recommended for those who wish to make an appeal before the Clark County Combined Board of Building Appeals. Appeals may be made for the use of alternate materials and methods of construction or interpretations of codes governed by Chapter 22.02 of the *Clark County Building Administrative Code*. The format below will aid you to prepare a letter of appeal.

- Heading: **Before the Combined Board of Building Appeals of the County of Clark**
- Provide the name and affiliation of person(s) participating in the appeal. The appellant(s) must have a legal involvement in the appeal (e.g., Appeal of John B. Smith – owner of the property).
- Include the name of the project or building, property address(es), and permit number(s) or plans involved in the appeal.
- In a brief statement, provide a description of exactly what decision or order is being protested.
- Provide a statement identifying the relief sought and include any justification for this proposed action. It is the appellant's burden to prove or substantiate how the resulting resolutions will provide equivalency to the appealed item (for code requirements). This statement should identify pertinent codes, code year and sections related to the appeal. (The Board is **not** authorized to provide waivers or variances to the codes).
- Attach an inventory list of documents submitted as material facts and backup data for the appeal, including the document(s) containing statements as noted herein.
- Include a statement of declaration as to the truth of the matters stated in the appeal. This declaration shall be made under penalty of perjury. Also, provide original signatures of all parties cosignatory to the appeal with their mailing addresses.
- Finally, a notary public shall verify the signature of at least one of the appellants on the document package.
- The documents may be sent via registered mail or hand delivered to the Director, Clark County Department of Building & Fire Prevention Bureau.

RLL:gjs

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