

**CHAMPAIGN CODE REVIEW and APPEALS BOARD**  
**2013**

**INFORMATION AND PROCEDURES**

1. The Code Review and Appeals Board convenes (by ordinance) on the fourth (4<sup>th</sup>) Wednesday of each month at 4:30 p.m. as necessary and/or at such other times as may be required. Appeals that must be heard at other than statutory times are deemed to be “special meetings” of the Board and are subject to a one hundred dollar (\$100.00 ) fee. In order to be heard at a regular Board meeting, completed applications must be submitted to the Building Safety office no later than noon on the Wednesday **PRECEEDING** the regular meeting. Applications received after this time will be processed for the next month’s regularly scheduled meeting unless a special meeting is requested.
2. Appeals may be made pursuant **only** to written decisions of the Fire Chief, or his designee.
3. Appeals must be made on forms supplied by the Building Safety Supervisor.
4. Appeal submissions must include the following:
  - (a) copy of the original letter of application or permit application, or notice of violation;
  - (b) copy of the letter of denial by the Fire Chief, or his designee;
  - (c) copy of all pertinent plans, sketches, specifications;
  - (d) any supporting evidence the appellant wishes to submit.
5. Twelve (12) copies of all documents listed in item 4 (notes a, b, c, & d) must be submitted (for distribution to individual board members as well as internal distribution within the City Administration).
6. A non-refundable fee of fifty dollars (\$50.00) shall accompany the application for a regular appeal; special appeals (see item 1 above) shall be accompanied by a non-refundable fee of one hundred dollars (\$100.00).
7. Appellant(s) should be aware that the Codes of the City of Champaign are laws enacted by the City Council and that the Code Review and Appeals Board does not have the legislative authority to set aside the City’s ordinances nor to grant modifications of code. The Board will hear the appeal based on the following criteria and will find on the behalf of the appellant **ONLY** when it can be demonstrated that:
  - (a) the true intent of the Codes or rules legally adopted by the City Council has been incorrectly interpreted by the Fire Chief, or his designee;
  - (b) the provisions of the Codes do not fully apply; or
  - (c) the proposed construction (or material) is equally good or better than that outlined in the applicable code(s).

**CITY OF CHAMPAIGN  
UNIFORM APPEAL APPLICATION  
CODE REVIEW and APPEALS BOARD**

TO: Chairperson  
Code Review & Appeals Board  
c/o Building Safety  
307 S. Randolph St.  
Champaign, IL 61820

This appeal is from a decision of the  
Fire Chief, or his designee pursuant to:

- International Building Code
- International Residential Code
- International Fire Code
- International Mech/Fuel Gas Code
- State of Illinois Plumbing Code
- National Electrical Code (NFPA 70)
- State of Illinois Energy Efficiency Code

**DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY**

Date File: \_\_\_\_\_ Appeal Application No.: \_\_\_\_\_

Date for Hearing: \_\_\_\_\_ Date Hearing Held: \_\_\_\_\_

Comments: (indicate other actions such as continuances)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action by Appeals Board: \_\_\_\_\_  
(granted, denied, other)

**APPEAL IS TAKEN FROM A DECISION OF THE FIRE CHIEF OR HIS  
DESIGNEE, A COPY OF WHICH IS ATTACHED, FOR A REVERSAL OF SAID  
DECISION IN CONFORMITY WITH THE DISCRETIONARY POWERS  
VESTED IN THE CODE REVIEW and APPEALS BOARD , TO PERMIT THE**

\_\_\_\_\_  
(installation or construction proposed)

**ON THE PROPERTY DESCRIBED BELOW.**

LOCATION: \_\_\_\_\_  
(street and number)

PRESENT OR PROPOSED USE: \_\_\_\_\_  
(residence, mercantile, assembly, factory, etc.)

LEGAL DESCRIPTION OF PROPERTY

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**COMPLETE FOR CONSTRUCTION APPEAL**

- 1) Permit applied for and denied \_\_\_\_\_ Permit No. \_\_\_\_\_  
(yes or no)
- 2) A previous appeal was \_\_\_\_ was not \_\_\_\_ made with respect to these premises.
- 3) A modification was applied for and denied \_\_\_\_\_  
(yes or no)
- 4) Date of application \_\_\_\_\_

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**REASON FOR APPEAL:**

The Appellant claims that (check one or more)

- 1. \_\_\_\_\_ the true intent of the Codes or rules legally adopted by the City Council has been incorrectly interpreted by the Fire Chief, or his designee; or
- 2. \_\_\_\_\_ the provisions of the Codes do not fully apply; or
- 3. \_\_\_\_\_ the proposed construction (or material) is equally good or better than that outlined in the applicable Code(s).

**NOTE: THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY. IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA PAGES TO THIS APPLICATION.**

- 4. The specific decision appealed from is:

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- 5. The decision appealed from was inconsistent with the following section(s) of the Code(s) of the City of Champaign, Illinois:

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