



City of San Diego  
 Development Services  
**Building Development Review**  
 1222 First Avenue • MS-401  
 San Diego, CA 92101  
 (619) 446-5400

# Board of Appeals & Advisors Application

CASE NUMBER
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<b>INSTRUCTIONS</b>	<p>1. The Board of Appeals &amp; Advisors is legally empowered by Section §111.0207 of the Municipal Code to (1) investigate and advise on the suitability of alternate materials and methods of construction, (2) provide reasonable interpretations of the building regulations where the meaning may be obscure, and (3) recommend new legislation to the City Council. The Board may recommend approval of minor deviations of the building regulations in certain cases.</p> <p>2. All appeals to the Board must be within the scope of authority described above. Only those issues and items specifically requested in writing in this application will be considered. Any</p>	<p>appeal which has been submitted to the Board for consideration requires action by the Board. Such appeal may be withdrawn by the applicant provided the withdrawal request is in writing.</p> <p>3. Hearings are held on the first Thursday of every month and are open to the public. You will be notified of the hearing date.</p> <p>4. Address all communications to: Board of Building Appeals &amp; Advisors, Development Services, Development Services Center, Mail Station 401, 1222 First Avenue, San Diego, California 92101-4154. Telephone (619) 446-5092. <b>THIS FORM MUST BE SIGNED BY THE BUILDING OWNER.</b></p>
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**APPLICANT: Fill in below this line. This application must be typewritten.**

<b>INFORMATION</b>	Job Address		Lot	Block	Subdivision	Unit
	Owner's Name	Owner's Mailing Address	ZIP Code	Telephone No.		Job Status
	Designer's Name/Email Address	Designer's Mailing Address	ZIP Code	Telephone No.		<input type="checkbox"/> Proposed <input type="checkbox"/> Under Const. <input type="checkbox"/> Compl. New Bldg. <input type="checkbox"/> Existing Bldg.
	Alternate Methods/ Materials Case #	Contact Name/EmailAddress	Plan File or Project No.			

<b>REQUEST</b>	Clearly define all items required in the appeal. Submit attachments if necessary to illustrate your request.	Plans submitted with request? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>JUSTIFICATION</b>	State why it is necessary or desirable that this request be approved, and what arrangement, device, or construction is proposed as equivalent to that required. You may attach reports and plans to aid in understanding the alternatives offered or mitigating circumstances discussed. <u>The justification must be prepared by a licensed architect or engineer.</u>		
	<table style="width: 100%;"> <tr> <td style="width: 50%;">Signature of BUILDINGOWNER or Company Officer ONLY</td> <td style="width: 50%; text-align: right;">If Company Officer – Indicate Name and Function <b>(Please Print)</b></td> </tr> </table>	Signature of BUILDINGOWNER or Company Officer ONLY	If Company Officer – Indicate Name and Function <b>(Please Print)</b>
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*If additional space is required, attach separate sheet.*

**This information is available in alternative formats for persons with disabilities. To request this information in alternative format, call (619) 446-5446 or (800) 735-2929 (TDD)**