



City of Long Beach
Department of Development Services
 333 West Ocean Blvd., 4th Floor
 Long Beach, CA 90802
 Phone: (562) 570-5237 Fax: (562) 570-6753
 Website: www.lbds.info

Application for Disabled Access Appeals Board

Updated as of 03-10-14.

<i>Department Use Only</i>	
Date Submitted:	Case #: BFFS

Please print clearly (or typewritten). All portions of application must be completed (where applicable).

Information	Project Address:			Project #:(Plan Check/Permit)		Legal Description (Lot, Block, Tract, APN):		
	Appellant's Name:			Owner's (or Officer's) Name:			Job Status: (Please check box)	
	Address:			Address:			<input type="checkbox"/> Proposed <input type="checkbox"/> In Plan Check <input type="checkbox"/> Under Construction	
	Phone: ())			Phone: ())			<input type="checkbox"/> New Building <input type="checkbox"/> Existing Building	
	Fax: ())			Fax: ())			<input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Change of Use	
	Email:			Email:				
	Present Use:	Proposed Use:	Occupancy:	Occupant Load:	Type of Constr.:	No. of Stories:	Bldg. Height:	No. of Units:

Provide a clear statement of the issue(s) that the Board is requested to address. The section(s) of the applicable code or standard that is the subject of the request or appeal must be cited. All applications shall be submitted along with a request letter. See the back for additional information.

Request	
----------------	--

Provide justification for the claim of impracticality or hardship in complying with the Code and a finding of equivalency to the Code for your proposed alternate materials, design and methods of construction.

Proposal	
-----------------	--

Please specify the type of evidence submitted. Attach supporting documentations, drawings, or reports to substantiate claims made herein. See the section "Substantial Material" on the back for additional information.

Evidence	
-----------------	--

Signature of Appellant

Date

Signature of Owner

Date

INSTRUCTION AND INFORMATION

INSTRUCTIONS FOR FILING APPEALS

Appeals to the Board shall be submitted in writing to the Building and Safety Bureau (Bureau) and shall be accompanied by a filing fee based upon 3 hours of Staff and Board Members' time plus surcharges as set forth in the City's Schedule of Fees and Charges. If, upon review, the application form and/or any substantial material provided is found to be insufficient or in need of clarity, additional information may be requested. Appellants will be notified by the Building Official of the date of the scheduled hearing when all of the pertinent information has been provided. Refer to the "Schedule of Board Hearing" section below for additional information.

The minimum information required on the application form is as follows:

- **Project Address.** Provide the address of the current project or jobsite address for which the hearing is requested.
- **Project Application No.** If applicable, provide the current Building and Safety project number assigned to this project.
- **Owner.** Provide the name of the building owner/developer for the project address listed.
- **Appellant.** Provide the name of the owner, architect, or other person who will be presenting this case to the Board.
- **Contact Information.** Provide the current complete mailing address, phone, cell phone, and fax number(s), and email address(es) of the appellant and owner/developer.
- **Request.** Describe the required element of accessibility that is required that you propose to modify, eliminate, or provide as an alternate or equivalence to. The section(s) of the applicable code or standard that is the subject of the appeal must be cited. The issue(s) may be an interpretation or application of a code provision or a finding on the equivalency to code requirements of an alternate materials, design and methods of construction and/or equipment.
- **Proposal.** Specify the elements you are proposing to provide as an alternate or equivalency to the accessibility requirements described in the request.
- **Evidence Submitted.** Specify the plans, details, or other evidence you possess that clarifies or substantiates the request. Refer to the "Substantial Material" section for additional information.
- **Submission. All applications shall be submitted along with a justification letter** describing the scope of the project and elaborating on the reason and justification for the hearing. The request letter shall be addressed to:

Building Official
Department of Development Services
333 W. Ocean Blvd., 4th Floor
Long Beach, CA 90802

SUBSTANTIAL MATERIAL

The appeal shall be accompanied by as much substantiating data as possible. The information provided should be of sufficient clarity to explain and described the desired appeal or variance to the State's Title 24 Accessibility Regulations. All data submitted will become part of the Board file. The type of information required include, but not limited to, the following:

- Floor plans, cross-sections, elevations, plot plans, and/or construction details,
- Alternate material where applicable, and
- Any other pertinent data of a reliable nature (i.e. pictures, drawings, reports, etc.).

SCHEDULE OF BOARD HEARING:

Board hearings are typically held at 1:00 p.m. on the second Wednesday of the month in the City Council Chambers, Lower Level of City Hall, 333 West Ocean Boulevard, Long Beach. Hearings will not be held on months where cases are not filed for that month. Please note that all applications, materials and substantiating data must be submitted to the Building and Safety Bureau no later than **FOUR WEEKS PRIOR** to the next scheduled hearing. In addition, the Board will not hear the appeal unless the appellant or his/her authorized representative is in attendance at the hearing to personally present his/her case.

FOR DEPARTMENT USE ONLY

Board Action (Summary): _____

Recorded by: _____
Hearing Date: _____