



City of Charleston  
Building Inspections Division  
**Board of Appeals – Building Codes Application**

Application Date \_\_\_\_\_

Project Address \_\_\_\_\_

Building Type of Construction \_\_\_\_\_ Building Use/Occupancy \_\_\_\_\_

Property Owner & Address \_\_\_\_\_

In accordance with the Code of the City of Charleston §7-2, I hereby appeal, to the Building Code Board of Appeals, the following building code or City ordinance:

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

\*\*\* Please attach any pertinent information to this application \*\*\*

Unless the City of Charleston receives prior notification, the appellant is required to be at the appeal hearing as scheduled. If the appeal applicant misses the appeal hearing, the appeal will be dismissed. In order to be re-scheduled to be heard, the appeal will be required to be re-filed including an additional filing fee. Please ensure contact information is correct and legible so we can contact you about any changes that may occur as to dates, venues or time for hearings.

Applicant's Signature \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Meetings are tentatively scheduled the 2<sup>nd</sup> Monday each month at 4:30 p.m. and held in the Public Meeting Room at the Gaillard Municipal Complex located at 2 George Street. This is subject to change, based on the ability to establish a board quorum.

**There is a required non-refundable fee of \$100.00** *(paid once application is processed)*

Please submit the completed application and supporting documentation to [inspections@charleston-sc.gov](mailto:inspections@charleston-sc.gov). Once the application is processed, the applicant will be notified to make payment.