



**BUILDING CODE BOARD OF APPEALS  
PETITION FOR VARIANCE**

Section B113.1 – B113.4.3 of Ordinance 3694 of the City of Wentzville specifically sets out guidelines for the filing of an appeal. ...”Any such application for appeal shall only be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed; the board shall have no authority to waive requirements of this code”.

If you believe that the three criteria listed above apply to you, please provide the following information:

**INSTRUCTIONS TO APPLICANT:**

**Submit to Building Commissioner:**

- Petition application form completely filled out, typed or printed, with fee (\$200.00). (2015 IBC section 113 and City Ordinance 3694).
- Professionally prepared drawing by Licensed Architect or Engineer (Structural or Building issues being appealed)
- Determination by Building Department. You may request a formal interpretation from the Building Official regarding your specific appeal. This written interpretation will represent the “decision appealed from”
- The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445. This can be done by calling St. Charles County Collector at (636) 949-7470 or by emailing them at [collector@sccmo.org](mailto:collector@sccmo.org).
- All meetings will be held as necessary. Board members shall have a minimum of 10 days advance notice of all meetings.
- Meetings will be scheduled 20 days from filing on the next available Tuesday. Filing date: \_\_\_\_\_

**Address of subject property:** \_\_\_\_\_

**Action Requested:**

- Appeal from interpretation by the Building Official
- Appeal from the determination that the code does not fully apply to this structure.
- Appeal from requirements due to an equally good or better form of construction is proposed

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Name of Legal Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Name of Business (if applicable):** \_\_\_\_\_

**Circle One:**                      **Owner**                      **Owner by Option**                      **Agent**

**Other (specify):** \_\_\_\_\_

**If Owner by Option, indicate: Date of contract:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_

**RELIEF REQUESTED**

Please note that the following questions must be answered completely, if additional space is needed, attach extra page to application.

- a. What action has been taken by the Building Official for which you are requesting relief (Be precise and complete)? Include a supporting statement in reference to the Building Official interpretation.

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

- b. What is your interpretation of what action should have been taken or not taken? (Be precise and complete).

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

- c. What specific section of the Building Regulations are you using as a basis for your interpretation? (Be precise and complete).

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

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email address:** \_\_\_\_\_