



Date	_ Received by
Tracking Number	

BOARD OF BUILDING STANDARDS AND APPEALS APPLICATION

APPLICATION REQUIREMENTS

Your appeal will not be heard if your or your duly authorized agent is not present at the time your appeal is brought before the Board of review. Instead, it will be deferred until your request, in writing, that you wish to have it placed on the agenda again for the next Board meeting.

Written Board decisions are mailed approximately 30 days after the meeting.

In the event a covenant or affidavit is required by the Board, the Department of Safety and Permits will not issue a permit or Use and Occupancy Certificate until the covenant or affidavit has been submitted to this office.

The Department may also require other issues be resolved, even after the Board renders its decision, before a permit is issued. If you have any questions or need assistance during this process, please contact this office.

REQUIRED ATTACHMENTS

The following papers must be filed with the Board of Building Standards and Appeals at the time of application.

REQUIREMENTS FOR YOUR COMPLETE APPEAL PACKAGE ARE AS FOLLOW:

A digital copy of the appeal form must be completely filled in. Please type or print in ink.

A digital copy of your statement to the Board of the principal points, upon which the appeal is based, is required of the appellant.

DIGITAL copy of ALL files emailed to BBSA@nola.gov All plans should be combined into a single-file PDF. All other documents shall be labeled and saved as PDF.

Vieux Carre locations only: In addition to the above, a digital copy of a letter from the Vieux Carre Commissions (VCC) is required for work under VCC jurisdiction.

Openings located on a property line: In addition to Items 1-3, applicant must provide a digital copy of a sketch or plan.

For Floor Elevations only: In addition to Items 1 & 2, applicant must submit a digital copy of a certified flood elevation certificate in NAVD (North American Vertical Data). (For New Construction please submit construction benchmark on the current three part City form. For Existing Buildings please submit a FEMA Elevation Certificate with photos attached of all 4 sides.)

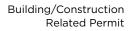
You are required to provide one set of plans at this hearing or your case will not be reviewed.

Fees for appeal for one or two family dwellings are \$200.00. Fees for all other cases \$800.00. THE FEE FOR AN AFTER-THE-FACT SUBMISSION WILL BE TRIPLED. Please make check payable to the City of New Orleans. The appeal fee shall be submitted with the completed appeal package.

As you collate your documents, please place the application form on top, next your letter to the Board, then the denial letter, and last, any additional information you wish to include. If you have any questions or need assistance during this process, please contact this office.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED NOR REVIEWED BY THIS BOARD







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BBSA APPLICATION

Applications must be co	mplete and	submitted v	via email (BBSA@r	iola.gov) to the Dep	artment	of Safe	ty & Pe	rmits	
Type of application:	Variation				ion of the Buil visions of Ordinance 26,262 MCS pe Erection Alteration Maintenance Conversion						suant to
Related Building Permit	Application I	Number									
Property Location											
Bounding Streets											
APPLICANT INF	ORMATI	ON									
Applicant Identity:	Proper	ty Owner	А	rchitect		Engineer	Ag	ent			
Applicant Name											
Applicant Address					City _			S	tate	Zi	ip
Applicant Contact Numb	er				Email						
PROPERTY OWI	NER INF	ORMAT	ION	SAN	1E AS A	BOVE					
Property Owner Name _											
Property Owner Address								S	tate	Zi	ip
Property Owner Contact											
Note: If ownership is joint ownership is a corporation ownership is a LLC, Article duded. If the property is a uch as copies of the reco	n, Articles of es of Organiz a condomini	Incorporati zation and l um, provide	ion and a l egal docu the decla	Board Re mentation rations of	solution n autho f condo	authorizing rizing an indi minium. If ne	an indivion ividual or ecessary, s	dual or agent	agent t to sign	o sign on its	on behalf or if behalf must be i
STRUCTURE INF	ORMAT	ION									
SQUARE FOOTAGE				6	. =:						
TOTAL: OCCUPANCY GROUP (C Assembly: A-1 Business Educational Factory/Industria Hazard: H-1, H	heck One); , A-2, I: F-1, F	A-3, A	Α-4, Δ	Grot	unu FIO	Institution Mercantile Residentia Storage: Utility	al: I-1, Il: R-1,	I-2,	I-3,	I-4,	I-5
CONSTRUCTION TYPE (I-A I-B IV V-A (NOTE: Type V-B i	II-A V-B			III-B ruction)	FIRE S	UPPRESSION Fully Sprink Partly Sprin Non-Sprinkl	dered klered	One)			
FIRE DISTRICT: Is this property with	nin the Inner	City Fire Lir	mits?	Yes 1	No						
ACKNOWLEDGN											
I hereby certify that all th		tements and	d the state	ments co	ontained	in the pape	rs submit	ted her	ein are	true.	
Signature of Applicant								Ь	ate		