

**Shohola Township**  
**Pike County, Pennsylvania**  
**159 Twin Lakes Road**  
**Shohola, PA 18458**  
**Office: 570-559-7394 Fax 570-559-7523**

**BUILDING CODE APPEALS BOARD APPLICATION**

**Application Type: (check one)**

\_\_\_\_\_ Variance  
\_\_\_\_\_ Extension of Time  
\_\_\_\_\_ Appeal

Date of Failed Inspection \_\_\_\_\_

Date of Rejected Application \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Owner:** Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Property:** Tax Map Number \_\_\_\_\_  
Tax Parcel Number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

**ICC Code For Which Appeal Is Requested:** Provide name of code, edition and attach copies of code section or section being appealed:

**PA. UCC Regulation For Which Appeal Is Requested:** Provide copies of regulation section's being appealed:

**Reason For Appeal** (check as applicable):

- \_\_\_\_\_ The true intent of the ICC Code or PA. Uniform Construction Code Act (PA. UCC) was incorrectly interpreted.
- \_\_\_\_\_ The provisions of the ICC Code or PA. UCC Act do not apply.
- \_\_\_\_\_ Other. (please describe, attach additional pages if needed.)

**Supporting Documentation and or Relief Requested:**  
(attach additional pages if needed)

**Hearing Procedure:**

At the hearing, the owner or owner's agent presents their case to the Appeals Board. The hearing provides for testimony from witnesses and the presentation of evidence as deemed required by the owner or owner's agent. The Township may, but need not, present testimony and evidence in opposition. The Appeals Board and the Township will each have separate legal counsel present. The Applicant may also be represented by counsel, and should arrange such representation well in advance of the hearing. Scheduling of hearings requires the availability of all members, the Board of Supervisors, and counsel. Therefore, once a hearing is scheduled, untimely requests to adjourn a hearing to secure legal counsel will be opposed.

All testimony will be taken under oath. A stenographer is required whenever factual testimony is to be presented. Applicants (or their legal counsel) are encouraged to contact the Township Solicitor in advance of the hearing to resolve factual disputes by Stipulation, if possible. A stenographer is not required where all facts at issue are resolved beforehand by written Stipulation. Application fee and stenographer fee is governed by the fee schedule of Shohola Township.

Nine (9) copies of the completed application together with the application fee shall be submitted to the Shohola Township Building Code Official. Please consult the attached Shohola Township Building Code Appeals Board Fee Schedule for additional information.

**Payment:**

Payment of application fee and other meeting or hearing fees shall be by check or money order. Please make check or money order payable to Shohola Township.

**Certification:**

I/We hereby attest that the statements made in the foregoing application and attachments are true and correct.

I/We hereby authorize the Shohola Township Building Code Appeals Board and other Shohola Township Code Officials to view and inspect the property which is the subject of this application during the pendency of said application and the construction related thereto provided that a minimum seventy-two (72) hour verbal notification is given to the owner and/or owners agent by the Shohola Township Building Code Official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Print Name

SWORN AND SUBSCRIBED before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_