



County of San Diego, Planning & Development Services  
**APPEAL OF FIRE CODE OFFICIAL'S DECISION**  
**REGIONAL FIRE APPEALS BOARD**

Appellant Information:

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Plan Check #: \_\_\_\_\_ Assessor Parcel Number: \_\_\_\_\_

**DECISION BEING APPEALED:**

Name and title of Fire Code Official who issued decision being appealed: \_\_\_\_\_  
 Name of Fire Agency: \_\_\_\_\_  
 Date of Fire Code Official's decision: \_\_\_\_\_

Note: Attach complete copy of decision of Fire Code Official that is being appealed.

**REASON(S) FOR ORIGINAL REQUEST TO FIRE CODE OFFICIAL:**

- Alternate Materials and Methods of Construction
- Interpretation of Fire Code
- Modification of Fire Code requirements
- Building permit conditions

**IMPORTANT:** Appellant must state the specific section of the fire code for which appellant requested a modification or interpretation that was the subject of the fire code official's decision. Appellant must include all information that supports the appellant's interpretation or position and the details of any design modification or mitigation measure that appellant proposes. Appellant must also attach any relevant plans or maps to this appeal request.

**Statement in support of appeal, including specific fire code section:**

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

*I declare under penalty of perjury that the information provided above and any attached information is true and accurate.*

Signature (Appellant): \_\_\_\_\_ Date: \_\_\_\_\_

Appeals must be hand delivered or mailed to:

Planning & Development Services  
 ATTN: Zoning Counter  
 5510 Overland Ave., Suite 110  
 San Diego, CA 92123

**For County Use Only**

Date Appeal Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
 Received Via: Mail Personal Delivery Other \_\_\_\_\_

**Accounting Information: Fee Code 1APEALFIRO**

# Appeal Procedure

In accordance with County Code section 96.1.108 or Consolidated Fire Code section 96.1.108, a project applicant may appeal a fire code official's determination relating to the application of the fire code or a fire code official's determination granting, denying or imposing conditions on an application for a building permit by filing an appeal in writing with the Regional Fire Appeals Board (Appeals Board) within 30 days of the fire code official's determination. **An appeal must be based on a claim that the intent of the code or the rules legally adopted has been incorrectly interpreted, the provisions of the code do not fully apply, or an equivalent method of protection or safety is proposed.** The following rules and procedures apply to an appeal:

1. The Regional Fire Appeals Board is made up of the following members:
  - Two representatives from the San Diego County Fire Districts Association.
  - Two chief officers from CAL FIRE.
  - One fire marshal from the unincorporated area of the County.
2. The Appeals Board is an advisory body that makes a recommendation to the County decision-maker(s) on a determination granting, denying or imposing conditions on an application for a building permit or a determination relating to the application of the code to an application for a discretionary permit. The Appeals Board recommendation will be reported as follows:
  - Building Permit: For appeals related to an application for a Building Permit, the Appeals Board will provide a written recommendation to the County Building Official. The Building Official will consider the Appeals Board recommendation and issue a written notice of decision within 15 days to the appellant and the Director of Planning & Development Services (PDS). The Building Official's decision is the County's final action on the matter.
  - Discretionary Permit: For appeals related to an application for a discretionary permit, the Appeals Board will provide a written recommendation to the Director of PDS. The Director will provide the recommendation to the County decision-makers for consideration with the application for the discretionary permit.
3. A copy of the Appeals Board's recommendation will be mailed to the appellant and the fire code official.
4. The Appeals Board will base its recommendation on the information and evidence presented at a hearing. The Appeals Board may recommend that the fire code official's decision be upheld, modified or overturned.
5. The appellant may prepare and provide a written presentation to the Appeals Board at the hearing, but appellant must provide nine copies of all materials included in the presentation to the Appeals Board before the hearing. The time limit for appellant's presentation is 10 minutes unless the Board chairman grants additional time.
6. Letters, reports and other written materials to be considered by the Appeals Board must be submitted to the Appeals Board secretary at least two days before the hearing.
7. When an appeal is submitted, the appellant shall pay the administrative fee provided in County Administrative Code section 362.1 to cover the County's costs to process the appeal.

**I have read and understand the above procedures.**

DATE: \_\_\_\_\_ APPELLANT SIGNATURE: \_\_\_\_\_