



## CITY OF PHILADELPHIA

### FIRE DEPARTMENT

Fire Administration Building  
240 Spring Garden Street, Philadelphia, PA 19123-2991

HAROLD B. HAIRSTON  
Commissioner



Dear:

You are hereby advised that the Council of the City of Philadelphia under Ordinance No. 960591-A, ordained under section A-904.8 of the Administrative Code, that a fee of one hundred dollars (\$100.00) is hereby established for an appeal to the Board of Safety and Fire Prevention for a variance, effective September 15, 1997.

No variance will be processed unless the established fee is submitted to the Board of Safety and Fire Prevention in the form of a check or money order made payable to the "CITY OF PHILADELPHIA".

Appeals must be postmarked within thirty (30) days of the date of the violation notice in order to be considered by the Board of Safety and Fire Prevention. Please include a phone number on the appeal forms at which you can be reached during normal business hours.

A copy of the violation notice (or refusal form) from the Department of Licenses and Inspections must accompany the appeal. NOTE: If there is no violation, permission request should be typed under "Violations Under Appeal". If your case is in enforcement court, a letter of remand from the court is required to file an appeal. Each building will be inspected by the Fire Department, and any additional violations found will be presented to the Board of Safety and forwarded to the Department of Licenses and Inspections for enforcement.

Therefore, to file an appeal, the following must be forwarded:

1. Required fee, check made payable to "CITY OF PHILADELPHIA".
2. Copies of appeal in duplicate.
3. A phone number at which you can be reached during normal business hours.
4. Copy of violation notice or refusal form from the Department of Licenses and Inspections.
5. Copy of most recent Zoning/Use Registration Permit and current Certificate of Occupancy.

Please sign all appeal forms. If any of the above items are omitted, the appeal will be returned, thus delaying the processing of your appeal. Each building in a complex or mall will be considered a separate appeal.

These items are to be forwarded to:

Board of Safety and Fire Prevention  
Fire Administration Building  
240 Spring Garden Street  
Philadelphia, PA 19123-2991