Clark County Fire Department

FIRE PREVENTION BUREAU

4701 W. Russell Road • Las Vegas, NV 89118

TO: INDIVIDUAL FILING APPEALS

RE.: GUIDELINES FOR PREPARING FIRE CODE APPEALS

Use of this guideline is recommended for those who wish to make an appeal before the Clark County Board of Fire Code Appeals. Appeals may be made for the modification of the requirements and interpretation of the Clark County Fire Code, governed by County Code Section 13.04.070, Subsection 112.

- Heading: **Before the Board of Fire Code Appeals**

- Provide the name and affiliation of person(s) participating in the appeal. The appellant(s) must have a legal involvement in the appeal. (e.g., Appeal of John B. Smith – owner of the property).

- In a brief statement, provide a description of exactly what decision or order is being protested.

- Provide a statement identifying the relief sought and include any justification for this proposed action. It is the appellant's burden to prove or substantiate how the resulting resolutions will provide equivalency to the appealed item (for code requirements). This statement should identify pertinent codes, code year and sections related to the appeal. (The Board is **not** authorized to provide waivers or variances to the codes).

- Attach an inventory list of documents submitted as material facts and backup data for the appeal, including the document(s) containing statements as noted herein.

- Include a statement of declaration as to the truth of the matters stated in the appeal. This declaration shall be made under penalty of perjury. Also, provide original signatures of all parties' cosignatory to the appeal with their mailing addresses.

- Finally, a notary public shall verify the signature of at least one of the appellants on the document package.

- The documents may be sent via registered mail or hand delivered 14 days prior to the hearing, to the Clark County Fire Prevention Bureau to the attention of the Fire Marshal.

  WD:rt