



# Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-8648 · [www.staffordfirerescue.com/fm](http://www.staffordfirerescue.com/fm)



Guidelines and Specifications For:

## Fire Prevention Code Board of Appeals

### Applicable Codes and Standards:

VSFPC - Virginia Statewide Fire Prevention Code (2018)

Application for Appeal	Code Section
Any person desiring to appeal an official notice of violation or application of the Fire Prevention Code must complete and submit an appeal to the Local Board of Fire Prevention Code Appeals within 14 calendar days.	VSFPC 112.5
Along with the completed application, an application for appeal must include a copy of the decision of the fire official and \$500 fee as set by the Board of Supervisors (fee is refundable upon a successful appeal).	VSFPC 112.5
The application must include the name and address of the property owner and the person appealing if not the owner.	VSFPC 112.5
Failure to submit an application within the 14 calendar days, constitutes acceptance of the fire official's decision.	VSFPC 112.5

The Process	Code Section
The Fire Prevention Board of Appeals shall meet within 30 calendar days after receipt of a valid appeal application.	VSFPC 112.6
Decision of the Fire Prevention Code Board of Appeals, either to uphold, reverse or modify the decision of the fire official, shall be final if no further appeal is made.	VSFPC 112.8
After final determination of the Fire Prevention Code Board of Appeals, the decision may be appealed to the State Technical Review Board within 21 calendar days.	VSFPC 112.9

Typical Application Information	
<i>Applicant Name:</i> _____	<i>Property Owner Name:</i> _____
<i>Applicant Address:</i> _____	<i>Property Owner Address:</i> _____
<i>Applicant Phone:</i> _____	<i>Property Owner Phone:</i> _____
<i>Applicant Email:</i> _____	<i>Property Owner Email:</i> _____
<i>Address of Violation:</i> _____	
<i>Description of Fire Official Decision/Notice of Violation (including date and code section reference):</i>	
_____	
_____	
<i>Reason for Appeal (attach additional documents as necessary):</i> _____	
_____	
_____	