

BUILDING CODE VARIANCE FILING INSTRUCTIONS

1 General Information:

A variance from the requirements of the Building Code may be granted if:

1. Wherever there are practical difficulties involved in carrying out the provisions of this code and that a special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements; or
2. An alternative material, design or method of construction is proposed that complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety.

After receipt of a complete application, the Department of Public Works will prepare a staff report and recommendations to City Council for consideration.

PLEASE NOTE: that the act of filing for a Building Code Variance does not in any way presume approval by the City. The City will evaluate all evidence submitted by the applicant, proponents, and opponents prior to reaching a decision based on criteria contained in the Code.

2 Required Material for Filing (see attachments):

1. Application for Building Code Variance (*Property Owner's Signature Notarized*)
2. **DEVELOPMENT PLAN** – three (3) scaled prints of a detailed Site Plan showing all existing and/or proposed improvements on the property.
3. Filing fee for a Building Code Variance is **\$4,879.00**



For Official Use Only
Account No. 011.1041.468400

Department of Public Works
4305 Santa Fe Avenue, Vernon, CA 90058 (323) 583-8811

Building Code Variance Application

Please PRINT or TYPE all information

Property Information:

Site Address or Addresses that the variance is being sought for: _____

Applicant Information:

Name of Business Representing Owner: _____

Applicant's Name: _____

Address: _____

Phone: _____ Email: _____

Relation to Applicant: Owner Lessee/Tenant Architect/Engineer Consultant Realtor
 Agent/Representative Other _____

Specific section(s) of the building code for which this variance is being requested (*attach additional sheets if necessary*): _____

Reason why the variance should be approved including how the intent of the code will be met (*attach additional sheets if necessary*): _____

Property Owner Information:

Property Owner Name: _____

Mailing address: _____

Phone: _____ Email: _____

Print Name: _____ Title: _____ Date: _____

Signature (*signature must be notarized*): _____

Print Name: _____ Title: _____ Date: _____

Signature (*signature must be notarized*): _____

NOTE: *If property is owned by a corporation or partnership, see attached signature requirements sheet to determine who must sign this document.*

CITY OF VERNON SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, <i>if both capacities are identified.</i>)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company (“LLC”)	if managed by members – by any member if managed by manager – by a manager (Note: A member or manager may have a title such as president or vice-president)	if managed by <i>members</i> – not required unless otherwise provided in governing documents if managed by <i>manager(s)</i> – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in “statement of partnership authority” recorded in County Recorder’s Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless “statement of partnership authority” provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership (“LLP”)	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.