

# **VARIANCE APPLICATION INSTRUCTIONS**

<b>*PROPERTY LOCATION:</b> SECTION 1											
Owner Name: SECTION 2  Owner Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Previous Variance: <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, Date: SECTION 6 # <div style="border: 1px solid black; width: 50px;"></div>										
TOTAL SQUARE FOOTAGE AS CERTIFIED BY THE FIRE MARSHAL  [Construction Projects Only] SECTION 7											
Inspection or Plan Review Covering the Property:  DATE: SECTION 3  AGENCY <div style="border: 1px solid black; width: 150px;"></div>	<b>APPLICANT</b> Name: SECTION 8 Address: <div style="border: 1px solid black; width: 100%; height: 20px;"></div> City/State: <div style="border: 1px solid black; width: 100%; height: 20px;"></div> Contact Number: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>										
Basis For Appeal: <div style="border: 1px solid black; padding: 2px;">** Select One **</div>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item #</th> <th style="width: 90%;">Code Section</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0ff;"></td> <td style="background-color: #e0e0ff;">SECTION 4</td> </tr> <tr> <td style="background-color: #e0e0ff;"></td> <td style="background-color: #e0e0ff;"></td> </tr> <tr> <td style="background-color: #e0e0ff;"></td> <td style="background-color: #e0e0ff;"></td> </tr> <tr> <td style="background-color: #e0e0ff;"></td> <td style="background-color: #e0e0ff;"></td> </tr> </tbody> </table>	Item #	Code Section		SECTION 4							<b>CERTIFICATION BY APPLICANT</b>  <small>I, THE UNDERSIGNED <input type="checkbox"/> OWNER OR <input type="checkbox"/> AUTHORIZED REPRESENTATIVE DO HEREBY PETITION THE FIRE SAFETY CODE BOARD OF APPEAL AND REVIEW FOR VARIANCE(S) FROM THE FIRE SAFETY CODE FOR THE REASONS OUTLINED ABOVE. I UNDERSTAND THAT, AS A CONDITION OF THE REQUESTED VARIANCE(S), AN OVERALL PLAN OF FIRE SAFETY FOR THIS FACILITY SHALL BE DEVELOPED BY THE BOARD. I CERTIFY THAT I HAVE THE AUTHORITY TO APPEAR BEFORE THE BOARD AND TESTIFY AS THE OWNER OR ON BEHALF OF THE OWNER(S) OF THIS FACILITY AND TO LEGALLY BIND THE OWNER(S) TO THE OVERALL PLAN OF FIRE SAFETY DEVELOPED BY THE BOARD FOR THIS FACILITY. I HAVE REVIEWED THIS ENTIRE APPLICATION AND BELIEVE THE CONTENTS TO BE TRUE AND ACCURATE.</small>  <input type="checkbox"/> I HAVE ENCLOSED THE MOST RECENT VIOLATION NOTICE, INSPECTION REPORT OR PLAN REVIEW REPORT. <input type="checkbox"/> I HAVE ENCLOSED THE NON-REFUNDABLE FILING FEE CALCULATED IN ACCORDANCE WITH R.I.G.L. 23-28.3-5(b) AND THE SQUARE FOOTAGE OF THIS BUILDING AS CERTIFIED BY THE FIRE MARSHAL. (CHECKS PAYABLE TO THE STATE OF RHODE ISLAND) <input type="checkbox"/> I HAVE ENCLOSED A LETTER OF AUTHORIZATION FROM THE OWNER IF I AM A REPRESENTATIVE AND NOT THE OWNER.
Item #	Code Section										
	SECTION 4										
Comments: SECTION 5  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>											
<div style="display: flex; align-items: center;"> <input style="margin-right: 5px;" type="checkbox"/> Request for Time Extension Only  <input style="margin-right: 5px;" type="checkbox"/> Request for Relief on All Violations       </div>											
Date/Signature of Applicant: SECTION 9											

- **SECTION 1 [REQUIRED]:** This is the physical location of the property that is the subject of the appeal. It is NOT the address of the property owner or the Applicant unless they are one and the same.
- **SECTION 2 [REQUIRED]:** This is the legal owner of the property listed in Section 1. It is NOT the tenant, renter or lessee unless they are one and the same.
- **SECTION 3:** This section is to be completed if an inspection or plan review was conducted and a report issued by the State Fire Marshal's Office or a local fire authority.

- **Basis for Appeal [REQUIRED]:** Select one of the following from the drop-down list
  - **Inspection / Violation Report** (most common)
  - Plan Review
  - License / Permit Action
  - Abatement Action
  - Municipal Ordinance
  - OTHER
- **SECTION 4:** This section is to be completed for up to four (4) individual items for which relief is sought. If there are numerous items, a separate sheet may be attached.
- **SECTION 5:** This section may be used for any comments that you feel might be helpful, such as “See attached plan of action” or “All Violations”.
  - If you intend to comply with all of the violations listed but are only seeking additional time, you *may* check the “**Request for Time Extension Only**” box.
  - If you are seeking review or relief on all violations listed (other than an extension of time to comply), you *may* check the “**Request for Relief on All Violations**” box.
  - Do not check both boxes as they both cannot apply for the same application.
- **SECTION 6:** This section is to be completed if there is a previous Variance for this property.
- **SECTION 7:** This section is to be completed if the appeal relates to a construction or renovation project – note that the appeal fee may be different.
- **SECTION 8 [REQUIRED]:** This section is to be completed by the Applicant who may be the owner or an authorized representative. *If the Applicant is not the owner or the owner’s attorney, a Letter of Representation is required.*
  - **Please check all boxes that are applicable:**
    - OWNER or AUTHORIZED REPRESENTATIVE [REQUIRED]
    - Report Attached
    - Filing Fee Enclosed [REQUIRED]
    - Letter of Authorization [REQUIRED if the Applicant is not the owner]
- **SECTION 9 [REQUIRED]:** This is the signature of the Applicant listed in Section 8 and the *date* that the application is signed.

***Note:** For properties owned by a corporation, partnership or other business entity: officers, directors, partners, members or other persons with decision-making authority are typically acceptable to file an application.*

*If you have any questions, feel free to contact the Board staff for assistance or guidance.*