

STATE BUILDING CODE TECHNICAL REVIEW BOARD APPEALS AND INTERPRETATIONS FAQs

I. APPEALS

Q. How long does it take to process a typical appeal to the Review Board?

A. 90-120 Days.

Q. Do I need an attorney to handle the appeal?

A. No; however, the parties can utilize attorneys.

Q. Do the Review Board members have terms?

A. No; they serve at the pleasure of the Governor.

Q. Where can I find the Review Board appeals application?

A. You can find the Review Board appeals application [here](#).

Q. Where do I submit my application for appeal to the Review Board?

A. Applications for appeal to the Review Board can be submitted via email (recommended) at sbco@dhcd.virginia.gov or by mail to 600 East Main Street Suite 300 Richmond, Virginia 23219.

Q. How are communications conducted during the Review Board appeals process?

A. All communications for appeals to the Review Board are conducted by email, except for specific documents, required by state law to be distributed via certified mail; however, a courtesy copy of those specific documents is also emailed to the parties.

Q. Is there an outline of the Review Board hearing process available?

A. Yes. Review Board staff offers the *Appeals Participant Guide* to all parties in an appeal to the Review Board in the initial email for each case. A copy of the guide can be found [here](#).

Q. Where are Review Board hearings held?

A. Typically Review Board hearings are held in the Richmond area.

Q. Can Review Board staff assist in resolving an appeal situation?

A. No. Once an appeal is filed to the Review Board, staff must process the appeal and present it to the Review Board for consideration and decision unless the appellant formally withdraws their appeal or the parties agree to continue the appeal for a specified length of time, not to exceed one year.

Q. Are the decisions of the Review Board on file?

A. Yes, all decisions of the Review Board are kept electronically in the State Building Codes Office.

Q. What if I disagree with a decision of the Review Board in an appeal?

A. A statement of further right of appeal is included on all final orders of the Review Board. The next step in the appeals process would be to further appeal to the circuit court in the jurisdiction where the appeal originated.

II. INTERPRETATIONS

Q. Who can file a request for interpretation to the Review Board?

A. Pursuant to Review Board policy, any code official in the Commonwealth may file a request for interpretation to the Review Board.

Q. Where can I find the request for interpretation form?

A. The request for interpretation form can be [here](#).

Q. Where do I submit my request for interpretation to the Review Board?

A. Request for interpretations to the Review Board can be submitted via email (recommended) at sbco@dhcd.virginia.gov or by mail to 600 East Main Street Suite 300 Richmond, Virginia 23219.

Q. How quickly will my request for interpretation be heard by the Review Board?

A. Pursuant to Review Board policy, staff shall process the request and present it to the Review Board at the next scheduled meeting.

Q. Are the interpretations issued by the Review Board on file?

A. Yes. The interpretations are published in a [booklet](#) available online. Any interpretations issued after the updating of the booklet are filed electronically in the State Building Codes Office, distributed to all code official in the Commonwealth via Constant Contact, and available online [here](#).

Q. How do I contact Review Board staff if I have additional questions related to appeals or interpretations?

A. You can reach Review Board staff by email at sbco@dhcd.virginia.gov (recommended) or calling 804-371-7150.