

Brunswick County Code Administration
Appeal Process for Building Inspection Decision

When disagreements occur either in the Plan Review Process or Field Conditions (*normal inspections*) the department offers customers the following appeal process. The Department requires that communication and discussion take place between the customer and the Plan Reviewer/Inspector to see if resolution can be found before proceeding with this appeals process.

First Appeal Process

1. Appeals will be directed to the appropriate Deputy Code Administrator by e-mail or written form only, for the discipline that the disagreement has occurred under.
 - a. Plan Review Items should be addressed to:
Michael Slate, Director of Code Administrator
Plan Review / Fire Inspections
michael.slate@Brunswickcountync.gov
 - b. Field Inspection Items should be addressed to:
John Hyman, Deputy Code Administrator
Field Training & Inspections
john.hyman@Brunswickcountync.gov
 - c. Fire Inspection Items should be addressed to:
Andrew Thompson, Deputy Fire Marshal
Fire Inspections & Investigations
andrew.thompson@Brunswickcountync.gov
2. Appeals may only be submitted on the approved [Brunswick County Appeal Process form](#) with all relevant information pertaining to the disagreement listed.
3. Appeals related to field inspections must be submitted within 10 working days of the inspection date and a response rendered to the customer within 48 hours of the receipt of the appeal. Plan Review Appeals shall have no set time frame for the appeal to be received and a response shall be rendered to the customer in writing within 2 working days from receipt of the appeal.
4. If an Agreement or Resolution has not been reached with the customer making the appeal, they may proceed to the Second Appeals Process.

Customers who disagree with the initial response to an appeal on the administrative or technical requirements of the N.C. State Building Code, may pursue recourse with our Second Appeals Process.

Second Appeal Process

1. The Second Appeals Process must be submitted in writing or by email within 10 working days of receiving the response regarding the first appeal for the same matter.
2. Appeals for the Second Process shall be directed to the same Official as in the First Appeal Process. The receiving Official shall form a three (3) person panel to review the customers Item from the First Appeal. The Second Appeals Process review panel shall be made up from the two (2) Deputy Code Administrators and the most Sr. Trade Inspector available for the discipline (*Building, Elec. Mech. or Plumbing*) that the appeal item falls under for code compliance.
3. The three (3) person Appeals Panel shall come together by meeting or conference call with the Appeals Form and all related information and documents to the Appeal at their disposal for review and deliberation.
4. A response shall be rendered in writing to the customer within 2 working days from receipt of the Second Appeal.
5. A Customer who disagrees with the response of the Second Appeals Panel decision have recourse in the following order.
 - After the decision of the Second Appeals Panel, the next level of appeal is to the Engineering Section of the Department of Insurance (DOI). (*This appeal must be received by DOI, within 10 days of receiving the Second Appeals panel decision from Brunswick County*)
 - After the Engineering Section of the department of Insurance, the next level of appeal is to the Building Code Council's Hearing Committee. (*This appeal must be filed within 30 days of the Engineering Section of DOI action*).
 - After the Building Code Council's Hearing Committee, the next level of appeal is to the full Building Code Council. (*This appeal must be filed within 30 days of the Building Code Council's Hearing Committee's action*).
 - Decisions of the N.C. Building Code Council may be appealed to the Superior Court in either Wake County or Brunswick County.



INTERNAL REVIEW OF INSPECTION DECISION

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| Applicant Name: | |
| Applicant Address: | |
| Cell Phone Number: | |
| Email Address: | |
| Permit Number: | |
| Permit Holder Name (if different): | |
| Permit Address: | |
| Date of Inspection or Decision: | |
| Type of Inspection or Decision (i.e.: Framing): | |
| Name of Inspection Official: | |
| Account of Inspection Official (attach any supporting documents): | |
| This section will be filled out by office staff only | |
| Inspection Result: | |
| Supervisor Name: | |
| Supervisor Phone: | |
| Date of Review: | |
| Supervisor Review and Result of Inspection or Decision: | |
| Additional Summar of Findings: | |
| Date Sent to Applicant: | |
| <i>The guidance and opinions contained herein are not legal advice and may not necessarily reflect the most current statutory or code language.</i> | |