



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
 Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

RESOLUTION Building Code Board of Appeals

WHEREAS, The City of Charles Town previously adopted the West Virginia State Building Code in September of 2022;

WHEREAS, the West Virginia State Building Code requires the formation of a Building Code Board of Appeals in order to hear and decide appeals of orders, decisions or determinations made by the Code Official relative to the application and interpretation of this code;

WHEREAS, members of the Board of Appeals shall consist of the regulations and stipulations outlined in the West Virginia State Building Code; and who are not employees of the City, but the Code Official shall serve as an ex-officio member but have no vote on any matter before the Board, and;

WHEREAS, the Board shall be appointed by the City Council and shall serve staggering and overlapping terms and shall adopt Rules of Procedure governing appeals before it.

NOW, THEREFORE, BE IT RESOLVED, the Charles Town City Council adopts a Resolution to establish a Building Code Board of Appeals as required by West Virginia State Code and all administrative appeals from actions of the City Code Official will follow the procedures set forth and established in the respective International Codes adopted.

Adopted the 21ST day of JUNE, 2023.

Attest:

Robert M. Trainor
 Mayor

Alissa Meeks
 City Clerk