

	WEBER FIRE DISTRICT FORM		Fire Code Appeal Staff Checklist
	Revised Date:		Article: IX Section: 901-A
	Effective Date:		Pages: 3
	Kevin Ward Board Chairman		Britt Clark Fire Chief

I. Case Information:

Appeal file number	Date and time received
Property or project	Permit number
Appellant	District staff assigned
Hearing date	Final decision date

II. Intake and Jurisdiction:

Done	Required action	Initials Date
☐	Final Written Determination and proof of service are in the file.	
☐	Appeal was received within the applicable filing period, or timeliness was referred to legal counsel.	
☐	Appellant is the owner, applicant, authorized representative, or another person directly affected by the decision.	
☐	Property address, parcel number, project name, and permit number are identified.	
☐	Each decision or requirement being appealed is clearly identified.	
☐	At least one recognized ground for appeal is stated.	
☐	Requested relief is specific.	
☐	Supporting plans and exhibits are included and legible.	
☐	Owner authorization is included when required.	
☐	Jurisdiction and any parallel county or municipal appeal process have been reviewed.	

III. Acknowledgment and Preservation:

Done	Required action	Initials Date
☐	Written acknowledgment was sent stating whether the appeal is complete.	
☐	Any deficiency notice identifies the missing item and 10 day calendar deadline to cure.	
☐	The appellant was advised in writing that filing an appeal does not automatically stay the decision.	
☐	The Fire Chief, Board Chair, District Clerk, Fire Code Official, and legal counsel were notified of appeal.	
☐	Relevant paper and electronic records were preserved.	
☐	The administrative record was created and indexed.	

IV. Scheduling and Hearing Preparation:

Done	Required action	Initials Date
☐	Counsel resolved or advised on jurisdiction, standing, timeliness, conflicts, and further review issues.	
☐	Appeal was placed on a properly noticed agenda as a formal action item.	
☐	The appellant received written hearing notice and submission deadlines.	
☐	The staff report fairly and accurately identifies the question, facts, authority, positions, record, and actions legally available to the Board.	
☐	Board packet contains the appeal, determination, staff report, Resolution 24-2026 as amended by Resolution 41-2026, Rule 901.00, relevant code authority, exhibits, and proposed hearing procedure.	
☐	Potential conflicts, recusals, and ex parte contacts were disclosed and addressed.	
☐	A method is in place to identify and preserve hearing exhibits and the meeting record.	
☐	Trustee training and qualifications required by IFC Section 112.3 and Resolution 41-2026 were verified and documented.	
☐	At least six qualified and non-recused trustees are reasonably expected to attend, and the agenda identifies the appeal as a separate action item.	
☐	At the hearing, the Chair confirmed the quorum, identified participating trustees, and placed conflicts, recusals, and ex parte communications on the record.	

- ☐ The Fire Code Official was identified as an ex officio, nonvoting participant and did not participate in Board deliberations.
- ☐ Any public testimony or documents accepted into the appeal record were identified, and both parties received a reasonable opportunity to respond.

V. Decision and Closeout:

Done	Required action	Initials Date
☐	Written findings and decision were prepared and approved as required.	
☐	The written decision identifies the evidence considered, findings, disposition, conditions, and known further review rights.	
☐	The written decision was served on the appellant and Fire Code Official, and proof of service was retained.	
☐	Permit, plan-review, or enforcement records were updated as appropriate.	
☐	The final appeal file is complete and retained under the applicable retention schedule.	
☐	Each voting trustee attended the entire evidentiary hearing, by person or electronically as allowed, or reviewed the complete record before deliberation and voting.	
☐	The motion and vote tally were recorded; the required majority approved the action, or a tie or failed motion left the Fire Code Official's decision in effect.	
☐	The written decision was approved or ratified, signed by the presiding officer, filed with the District Clerk, and included participating trustees and recusals.	

VI. Notes:
