



City of Pleasant Hill

Planning & Zoning Commission

Worksheet for Revisions & Amendments

TOPIC: Building Code Update

Current Provisions:

The City of Pleasant Hill is currently under the 2006 International Building Code

Problems Encountered:

Although the 2006 International Building Code is a very solid set of regulations, the 2012 International Building Code is both more comprehensive and acknowledges the use of modern, up-to-date building materials. Surrounding communities are in the process of upgrading their codes and it is much easier for the builder to comply with if he is using the same code that he is used to in surrounding jurisdictions.

Proposed Revision:

Add the following section to Section 14, Buildings and Building regulations:

ARTICLE II. BUILDING CODE

Sec. 52-27(a). The International Residential Code for One and Two Family Dwellings, 2012 Edition, published by the International Code Council, Inc., including Appendix E, G, H and J, is adopted as the official building code for all construction and remodeling activities within the city.

With the following amendments:

Section R108.1 Payment of Fees.

A permit shall not be valid until the fees prescribed by law have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

Shall be amended to read:

No permit shall be issued or construction, building or grading permitted until all designated fees as provided in the Code of Ordinances of the City of Pleasant Hill shall have been paid.

Section R112 [Board of Appeals]

Section R112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The building official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

Shall be amended to read:

Section R112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The building official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official. **For the purpose of the section the Board of Appeals shall mean the City Council.**

Section 309.5 Fire sprinklers

Private garages shall be protected by fire sprinklers where the garage wall has been designed based on Table R302.1(2), Footnote a. Sprinklers in garages shall be connected to an automatic sprinkler system that complies with Section P2904. Garage sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a density of 0.05 gpm/ft². Garage doors shall not be considered obstructions with respect to sprinkler placement.

Shall be amended to read:

Private garages shall be protected by fire sprinklers where the garage wall has been designed based on Table R302.1(2), Footnote a. Sprinklers in garages shall be connected to an automatic sprinkler system that complies with Section P2904. Garage sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a density of 0.05 gpm/ft². Garage doors shall not be considered obstructions with respect to sprinkler placement. **Fire sprinklers may be exempted as per Missouri Revised Statutes (RSMO 67.281.1)**

Section R313 Automatic Fire Sprinkler Systems **(Delete in its entirety)**

R313.1 Townhouse automatic fire sprinklers. An automatic residential fire sprinkler system shall be installed in townhouses.

Exceptions: An automatic residential fire sprinkler system shall not be required when additions or alterations are made to existing townhouses that do not have an automatic residential fire sprinkler system installed.

R313.1.1 Design and installation. Automatic residential fire sprinkler systems for townhouses shall be designed and installed in accordance with Section P2904.

R313.2 One- and two-family dwellings automatic fire systems. An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings.

Exceptions: An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

R313.2.1 Design and installation. Automatic residential fire sprinkler systems shall be designed and installed in accordance with Section P2904 or NFPA 13D.

Shall be replaced with:

Section R313 Automatic Fire Sprinkler Systems.

“A builder of a one- or two-family dwelling or townhouse shall offer to any purchaser on or before the time of entering into the purchase contract the option, at the purchaser’s cost, to install or equip fire sprinklers in the dwelling or townhouse. The purchaser shall have the right to

choose or decline to install a fire sprinkler system. This notification requirement is provided in accordance with, and shall expire in conjunction with, Missouri Statute (RSMO 67.281).”

Section R323.1 General

This section applies to the construction of storm shelters when constructed as separate detached buildings or when constructed as safe rooms within buildings for the purpose of providing safe refuge from storms that produce high winds, such as tornados and hurricanes. In addition to other applicable requirements in this code, storm shelters shall be constructed in accordance with ICC/NSSA-500.

Shall be amended to read:

This section applies to the construction of storm shelters when constructed as separate detached buildings or when constructed as safe rooms within buildings for the purpose of providing safe refuge from storms that produce high winds, such as tornados and hurricanes. In addition to other applicable requirements in this code, storm shelters shall be constructed in accordance with **the City of Pleasant Hill Safe Room Ordinance 14.187.**

Section R403.1.1.1 (Add)

Section R403.1.1.1 Footing Reinforcement. Footings for basements foundation walls shall have a minimum reinforcement consisting of not less than two No. 4 bars, uniformly spaced and located with required clearances to forms and earth.

Section R403.1.1.2 (Add)

Section R403.1.1.2 Column Pads. Column pads shall be a minimum of 24 inches by 24 inches and 8 inches deep (24”x24”x8”). Reinforcement shall consist of a minimum of three No. 4 bars each way, uniformly spaced within each column pad and located with required clearances to forms and earth.

Chapter 11 of the 2012 IRC (Delete entire chapter)

(Reason: Energy Code not enough resources to administer.)

Section P3103.1 Roof Extension.

Open vent pipes that extend through a roof shall be terminated not less than 6 inches (152 mm) above the roof or 6 inches (152 mm) above the anticipate snow accumulation, whichever is greater, except that where a roof is to be used for any purpose other than weather protection, the vent extension shall be run not less than 7 feet (2134 mm) above the roof.

Shall be amended to read:

Section P3103.1 Roof Extension. All open vent pipes, which extend through a roof, shall be terminated at least **12 inches** above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet (2134 mm) above the roof.

Sec. 52-27(b). The International Building Code, 2012 Edition, published by the International Code Council, Inc., including Appendix C, E, F, G, I and J, is adopted as the official building code for all construction and remodeling activities within the city.

With the following amendments:

Section 101.4 Referenced codes.

The other codes listed in Sections 101.4.1 through 101.4.6 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

Shall be amended to read:

The other codes listed in Sections 101.4.1 through 101.4.5 and referenced elsewhere in this code, **when specifically adopted**, shall be considered part of the requirements of this code to the prescribed extent of each such reference. **Where amendments have been adopted to the referenced codes and standards, each reference to said code and standard shall be considered to reference the amendments as well. Any reference to NFPA 70 or the ICC Electrical Code shall mean the Electrical Code as adopted. (Reason: Legal wording to recognize locally adopted codes and amendments adopted with referenced codes.)**

Section 101.4.6; Energy (Delete)

The provisions of the International Energy Conservation Code shall apply to all matters governing the design and construction of buildings for energy efficiency.

Section 107.2.5 Site Plan.

The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirements for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

Shall be amended to read:

The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and

existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. Plans shall also show proposed erosion control in accordance with recognized standards and any additional information as required by other ordinances. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirements for a site plan when the application for permit is for alteration or repair or when otherwise warranted. **(Reason: Erosion control is required by other ordinances; this reference calls those requirements to the attention of the designer.)**

Section 109.1 Payment of Fees.

A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

Shall be amended to read:

No permit shall be issued or construction, building or grading permitted until all designated fees as provided in the Code of Ordinances of the City of Pleasant Hill have been paid.

Section 109.7 Re-Inspection Fee. **(Add)**

109.7 Re-Inspection Fee. A fee as established by City Council resolution may be charged when:

- The inspection called for is not complete and ready for inspection when the inspector arrives;
- The building is locked or work otherwise not available for inspection when called;
- The work being inspected fails twice for the same item; Any re-inspection fees assessed shall be paid before any further inspections of any kind are made on that job site.

(Reason: This fee is not a fine or penalty but is designed to compensate for wasted time and trips when inspections are called for when not ready.)

Section 109.8; Investigation Fee; **(Add)**

Work without a permit.

Section 109.8.1 Investigation; (Add)

Whenever work for which a permit is required by this code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work.

Section 109.8.2 Fee; (Add)

An investigation fee, in addition to the permit fee, shall be collected if a permit is subsequently issued. The investigation fee shall be the hourly fee required by this code or the city fee schedule as applicable. The payment of such investigation fee shall not exempt the applicant from compliance with all other provisions of either this code or the technical codes nor from penalty prescribed by law.

(Reason: This fee is not a fine or penalty but is designed to compensate for wasted time and to remove incentive to attempt to evade permits and code compliance. Language taken from former *Uniform Administrative Code*.)

Section 110.3.7 Energy efficiency inspections; (Delete)

Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

Section 113.1 General.

General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

Shall be amended to read:

General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business. **For the purpose of the section the Board of Appeals shall be defined as the City Council.**

Section 113.3 Qualifications. (Delete)

The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

Section 114.4 Violation Penalties.

Any person who violated a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of the code, shall be subject to penalties as prescribed by law.

Shall be amended to read:

Any person who violates a provision of this code including, but not limited to, those items listed below, shall be subject to penalties as prescribed by law.

- Erects, constructs, alters or repairs a building or structure without the proper permit.
- Fails to properly display building address and building permit placard.
- Deviates from approved construction documents without approval of the Building Official.
- Fails to comply with a directive of the Building Official.
- Removes a “Stop Work Order” placard or notice.
- Fails to maintain erosion control.
- Fails to maintain trash control.
- Allows weeds on the property to grow in excess of 18 inches.

Section 420.4 Automatic sprinkler system.

Group R occupancies shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.2.8. Group I-1 occupancies shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.2.6. Quick response or residential automatic sprinklers shall be installed in accordance with Section 903.3.2.

Shall be amended to read:

Group R occupancies shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.2.8. Group I-1 occupancies shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.2.6. Quick response or residential automatic sprinklers shall be installed in accordance with Section 903.3.2 unless exempted as per Missouri Revised Statute (RSMO 67.281.1)

Section 903.2.8 Group R

An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

Shall be amended to read:

An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area **unless exempted as per Missouri Revised Statute (RSMO 67.281.1)**

Chapter 13 Energy Efficiency (Delete)

1301.1 Scope. This chapter governs the design and construction of buildings for energy efficiency.

1301.1.1 Criteria. Buildings shall be designed and constructed in accordance with the International Energy Conservation Code.

ARTICLE III. INTERNATIONAL PROPERTY MAINTENANCE CODE

Sec. 52-45. The International Property Maintenance Code, 2012 Edition, published by the International Conference of Building Officials, shall be the official housing code for the city for all construction and remodeling activities within the city.

Section 307.1 Handrails and Guardrails

Section 306.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stairs and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) high or more than 42 inches (1067) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

Shall be amended to read:

Section 306.1 General. Every exterior and interior flight of stairs having more than **three** risers shall have a handrail on one side of the stairs and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than **34 inches (966 mm)** high or more than **38 inches (966 mm)** high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than **36 inches (914 mm)** high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

ARTICLE IV. ELECTRICITY

Sec. 52-71. The National Electrical Code, 2011 Edition, including Annex A, B, C, D, H and J, published by the National Fire Protection Association, is adopted as the official electrical code for all construction and remodeling activities within the city.

NEC Annex Chapter H. Administration and Enforcement.

80.15. Electrical Board, paragraph A through H. (Delete Section Entirely)

NEC Annex Chapter H. Administration and Enforcement.

80.19. Permits and Approvals, paragraph D and E. (Delete Paragraphs Entirely)

NEC Annex Chapter H. Administration and Enforcement.

80.23. Notice of Violations, Penalties, paragraph B (1,2,3)

Shall be amended to read:

NEC Annex Chapter H. Administration and Enforcement.

80.23. Notice of Violations, Penalties, paragraph B.

Penalties shall be defined in the code of ordinance in the City of Pleasant Hill's Fee Schedule.

NEC Annex Chapter H. Administration and Enforcement.

80.27. Inspector's Qualifications, paragraph A through D. (Delete Paragraphs Entirely)

ARTICLE V. MECHANICAL CODE

Sec. 52-129. The International Mechanical Code, 2012 Edition, published by the International Code Council, Inc., including Appendix A, is adopted as the official mechanical code for all construction and remodeling activities within the city.

With the following amendments:

Section 106.5.2. Fee Schedule.

Section 106.5.2 Fee Schedule. The fees for work shall be as indicated in the following schedule.

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

Shall be amended to read:

Section 106.5.2 Fee Schedule. **The fee for each permit provided herein shall be in accordance with those fees, if any, as provided by the Code of Ordinances of the City of Pleasant Hill.**

Section.109.1 Application for appeal.

Section.109.1 Application for appeal. A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served.

Shall be amended to read:

Section.109.1 Application for appeal. A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served. **For the purpose of the section Board of Appeals shall mean the City Council.**

Section 109.1.1 Limitation of Authority. (Delete section)

Section 109.1.1 Limitation of Authority. The board of appeals shall have no authority relative to interpretation of the administration of this code nor shall such board be empowered to waive requirements of this code.

Section 109.2 Membership of Board. (Delete section)

Section 109.2 Membership of Board. The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for five years; one for four years; one for three years; one for two years; and one for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed.

Section 109.2.1 Qualifications. (Delete section)

Section 109.2.1 Qualifications. The board of appeals shall consist of five individuals, one from each of the following professions or disciplines.

1. Registered design professional who is a registered architect; or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of work.
2. Registered design professional with structural engineering or architectural experience.
3. Registered design professional with mechanical and plumbing engineering experience; or a mechanical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
4. Registered design professional with electrical engineering experience; or an electrical contractor with at least ten years; experience, five of which shall have been in responsible charge of work.
5. Registered design professional with fire protection engineering experience; or a fire protection contractor with at least ten years; experience, five of which shall have been in responsible charge of work.

Section 109.2.2 Alternate Members. (Delete section)

Section 109.2.2 Alternate Members. The chief appointing authority shall appoint two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership and shall be appointed for five years, or until a successor has been appointed.

Section 109.2.3 Chairman. (Delete section)

Section 109.2.3 Chairman. The board shall annually select one of its members to serve as chairman.

Section 109.2.4 Disqualification of Member. (Delete section)

Section 109.2.4 Disqualification of Member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.

Section 109.2.5 Secretary. (Delete section)

Section 109.2.5 Secretary. The chief administrative officer shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.

Section 109.2.6 Compensation of members. (Delete section)

Section 109.2.6 Compensation of members. Compensation of members shall be determined by law.

ARTICLE VI. PLUMBING CODE

Sec. 52-159. The International Plumbing Code, 2012 Edition, published by International Code Council, is adopted as the official plumbing code for all construction and remodeling activities within the city.

With the following amendments:

Section 106.6.2 Fee Schedule.

Section 106.6.2 Fee Schedule. The Fees for all plumbing work shall be as indicated in the following schedule.

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]

Shall be amended to read:

Section 106.6.2 Fee Schedule. No permit shall be issued or construction, building, or grading permitted until all designated fees as provided in the Code of Ordinances of the City of Pleasant Hill shall have been paid.

Section.109.1 Application for appeal.

Section.109.1 Application for appeal. A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served.

Shall be amended to read:

Section.109.1 Application for appeal. A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served. For the purpose of the section Board of Appeals shall mean the City Council.

Section 109.2 Membership of Board. Delete section

Section 109.2 Membership of Board. The board of appeals shall consist of five members appointed by the chief appointing authority as follows: one for five years; one for four

years; one for three years; one for two years; and one for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed.

Section 109.2.1 Qualifications. Delete section

Section 109.2.1 Qualifications. The board of appeals shall consist of five individuals, one from each of the following professions or disciplines.

6. Registered design professional who is a registered architect; or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of work.
7. Registered design professional with structural engineering or architectural experience.
8. Registered design professional with mechanical and plumbing engineering experience; or a mechanical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
9. Registered design professional with electrical engineering experience; or an electrical contractor with at least ten years; experience, five of which shall have been in responsible charge of work.
10. Registered design professional with fire protection engineering experience; or a fire protection contractor with at least ten years; experience, five of which shall have been in responsible charge of work.

Section 109.2.2 Alternate Members. Delete section

Section 109.2.2 Alternate Members. The chief appointing authority shall appoint two alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership and shall be appointed for five years, or until a successor has been appointed.

Section 109.2.3 Chairman. Delete section

Section 109.2.3 Chairman. The board shall annually select one of its members to serve as chairman.

Section 109.2.4 Disqualification of Member. Delete section

Section 109.2.4 Disqualification of Member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.

Section 109.2.5 Secretary. ~~Delete section~~

~~Section 109.2.5 Secretary. The chief administrative officer shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

Section 109.2.6 Compensation of members. ~~Delete section~~

~~Section 109.2.6 Compensation of members. Compensation of members shall be determined by law.~~

ARTICLE VII. FUEL GAS CODE

Sec. 52-187.The International Fuel Gas Code, **2012 Edition**, published by the International Code Council, Inc., is adopted as the official fuel gas code for all construction and remodeling activities within the city.

Section 106.6.2. Fee Schedule.

The fee for each permit provided herein shall be in accordance with those fees, if any, as provided by the Code of Ordinances of the City of Pleasant Hill.

Section.109.1 Application for appeal.

A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served. For the purpose of the section Board of Appeals shall mean the City Council.

ARTICLE II. FIRE CODE

Sec. 52-205. The International Fire Code, 2012 Edition, published by the International Code Council is adopted as the official fire code for all construction and remodeling activities within the city. For the purpose of the section, all references to the term “Fire Code Official” shall mean “Building Official”

Section.108.1 Application for Appeal.

Section.108.1 Application for Appeal. A person shall have the right to appeal a decision of the code official to the board of appeals. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the code official within 20 days after the notice was served. For the purpose of the section Board of Appeals shall mean the City Council.