

Board of Building Appeals Request

CNI-016

Purpose: This form is used to request an appeal to the Board of Building Appeals of a determination by the Sonoma County Building Official related to the application and interpretation of the building, mechanical, plumbing, electrical, housing and related model codes.

The Board of Building Appeals has the authority to interpret code sections and to approve alternate methods of construction. The Board does not have the authority to waive or enact ordinances. It is important to note that the Board is an administrative body, charged with interpreting adopted codes; it cannot set aside standards adopted by legislative action of the Board of Supervisors.

Name	Site Address
Mailing Address	City/Town State/Zip
City/Town State/Zip	Assessor's Parcel Number(s)
Phone Fax	Project Name (if applicable)

APPEAL PROCEDURE:

1. An appeal may be made only by an applicant or owner of the subject property or property contiguous to the subject property.
2. An appeal to the Board of Building Appeals will only be accepted after the Chief Building Official has rendered a decision. Such appeal must be submitted within thirty (30) days of that decision.
4. All appeals must be submitted on this form and be specific in their requested action and include specific reasons and supporting material for the requested action.
5. All applicants and appellants shall be given reasonable opportunity to be heard and present evidence. The meeting notes are recorded in accordance with the Brown Act and following Roberts Rules of Order. Permit and Resource Management Department staff will present the department's position, then the appellant will present the appeal and supporting data. Meetings tend to be informal allowing sufficient discussion and information to guide Board members in their deliberation prior to rendering their decision.
6. Decisions of the Board of Appeals shall be in writing and are final.
7. Filing fee: see current PRMD building permit fee schedule.

Please complete the following:

1. Describe the type of interest you have in the property (owner, applicant, neighbor, etc.):

2. Describe the specific order(s) and/or action(s) for which you request review by the Board:

3. Describe the reason(s) for this request:

I certify that I have read the statements contained in this application and that they are true and correct.

Signature

Date

----- ⚠ DO NOT WRITE BELOW THIS LINE - To Be Completed by PRMD Staff ⚠ -----

Hearing Date

Staff