



Housing & Community
Development Department
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Appeal or Modification Request

Please indicate whether you are requesting an appeal or a modification, then complete all fields. All requests must be filed within twenty (20) days after the day the notice was served upon you.

APPEAL

The Housing Appeals & Mediation Board may review the code and affirm, reverse, or modify the Inspector's interpretation of the code, penalty fee applied, & time allotted for repair.

I am requesting an APPEAL for:

- Interpretation of the Code
- Penalty Fee Review
- Extension of time, until:

MODIFICATION

The Code Official may approve a modification when there are special individual circumstances that make the strict letter of the code impractical, and where granting a modification follows the intent and purpose of the code.

Example: ceiling height for a bedroom original to construction is 6'10", but code requires 7' ceilings

I am requesting a MODIFICATION.

Name: _____

Role: Owner Agent

Owner/Agent Address: _____

Phone Number: _____

Address of Property/Land Involved: _____

State your reason for request: _____

I have enclosed supporting documentation for the Board or Code Official's review and consideration.
(Example: photos, contracts for service, room dimensions, etc.)

Signature _____ Date _____

****Filing fee: \$25.00** This must be paid at the time the request is filed. This fee will be returned if your appeal or modification is confirmed by the Housing Appeals & Mediation Board.**

Office Use Only: Inspector _____

Type: AH RL

Prep: Inspection Report PPH Related Code Sections Other Documentation