

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 Board of Appeals 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 Board of Appeals.**

Office Use Only: Inspector _____ Type: AH RL

Prep: ___Inspection Report ___PPH ___Related Code Sections ___Other Documentation