



**Housing Code Appeals Board
Appeal Request**

You are advised that the following administrative options are available should you not agree with a specific violation or with the time allowed for commencement or completion of the abatement of these violations.

1. Within five (5) working days consult with the undersigned inspector to determine if a mutually agreeable course of corrective action can be ascertained; and,
2. If agreement cannot be reached, a hearing may be scheduled with the Housing Code Appeals Board; and/or,
3. Within fourteen (14) days after the Notice and Order was issued, file an appeal in the Housing & Community Development office. The appeal must include the following:

DATE: _____

NAME: _____ Owner Agent

OWNER/AGENT ADDRESS: _____

PHONE: _____ BUILDING/LAND INVOLVED: _____

ORDER OR ACTION PROTESTED AND WHY: _____

RELIEF REQUESTED FROM THE BOARD (Please check) and WHY:

Variance Extension of time until (Date) _____

SIGNATURE: _____

Filing fee: \$25.00 This fee must be paid at the time the appeal is filed

(Office Use Only) CODE VIOLATION: _____

INSPECTOR: _____ S8A S8I S8MR GH REH