

**BOARD OF BUILDING APPEALS REQUEST****CNI-016****PURPOSE**

To request an appeal to the Board of Building Appeals of a determination by the Sonoma County Building Official, Director of Permit Sonoma, Sonoma County Fire Official, or local fire chief, related to the application and interpretation of the building, mechanical, plumbing, electrical, housing and related model codes and the Sonoma County Fire Safety Ordinance.

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.

**BACKGROUND**

Chapter 7, Section 7-3 of the Sonoma County Code establishes the Board of Building Appeals, thus relieving the Board of Supervisors of the responsibility. The Board of Building Appeals is comprised of seven members qualified by experience and training. Members are appointed by the Board of Supervisors, consisting of at least one Registered Civil Engineer, one Licensed Architect, and one contractor with at least a Class B license.

**PROCEDURE**

An appeal may be made only by a person, firm, or corporation adversely impacted by the decision. An appeal to the Board of Building Appeals will only be accepted after the Chief Building Official, Director of Permit Sonoma, or County or local fire chief has rendered a decision. Such appeal must be submitted within thirty (30) days of that decision. 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. 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 Sonoma 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 a decision. Decisions of the Board of Appeals shall be in writing and are final. Please refer to current Permit Sonoma building permit fee schedule for filing fee information.

**INFORMATION**

Applicant Name \_\_\_\_\_ Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Site Address \_\_\_\_\_ City/Town/Location \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Describe how you may be adversely impacted by the decision:

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

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Describe the reason(s) for this request:

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed By Permit Sonoma Staff**

Hearing Date: \_\_\_\_\_ Staff: \_\_\_\_\_