



Case Number

Board of Appeals Application

Items that can be appealed: *Technical Codes as defined in Section 16.02.070 of the Sacramento County Code*

INSTRUCTIONS

SCC16.02-113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes, there shall be and is hereby created a board of appeals.

SCC16.02-113.1.1 Appeal Procedure. An appeal must be delivered to the Building Official in writing and must describe in plain language the issue(s) sought to be considered in the appeal as well as any applicable code citations. No request for an appeal will be processed unless it is accompanied by the \$500.00 Building Board of Appeals filing fee. The appeal and filing fee must be delivered to the Building Official within thirty (30) days of the order, determination, interpretation, or notice in dispute, unless indicated by a shorter appeal time limit elsewhere in this Code. Failure of any party to timely submit an appeal and/or filing fee pursuant to this section is a waiver of his or her right therein. The Board of Appeals' decision on the issue in dispute shall be served in writing to the appellant within fourteen (14) calendar days of the appeal hearing. The decision shall advise that the time for judicial review of the decision is governed by the California [Code of Civil Procedure](#) Section 1094.6. The decision shall be final upon service. Address all communications to: Board of Appeals, Building Inspection, 9700 Goethe Ave Suite A, Sacramento, CA 95827. Telephone: (916) 875-5296.

Applicant to fill in below this line, this side only. Please print or type.

INFORMATION

Job Address	Lot	Block	Subdivision Unit		
Owner's Name	Owner's Mailing Address		Zip	Telephone	Job Status
Designer's Name	Designer's Mailing Address		Zip	Telephone	<input type="checkbox"/> Proposed <input type="checkbox"/> Under Const.
Existing Use	Proposed Use		Plan File No.	<input type="checkbox"/> Com. New Bldg. <input type="checkbox"/> Existing Bldg.	

Clearly define all items requested in the appeal. Submit plans if necessary to illustrate request. Plans submitted Yes with request No

Request

SCC16.02-113.2 Limitations on Authority. An appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

If Company Officer, indicate name and function. (Please print.)

Signature of Owner
 Or Company
 Officer only

_____ (Signature) _____ (Date)

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Owners Name		Job Address			Case Number
Type of Const.	Stories	Zone	Occupancy	Plan Checker	Plan File No.
Investigated By:					Date

REPORT OF CONDITIONS & APPLICABLE CODE SECTIONS

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SUMMARY OF BOARD ACTION

	Date of Action
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