

**Check Type of Appeal:**    ☐ **Director's Determination**                      ☐ **Request for Jurisdiction**  
   ☐ **Re-hearing**    ☐ **Suspension of Action**

**Filing instructions:** Please (1) complete and sign this form (2) submit this form, the **hearing fee of \$1,884, or re-hearing \$942** (checks are payable to the San Francisco Department of Building Inspection), and any additional documents by mail or drop-off to: **Building Inspection Commission**, 49 South Van Ness Avenue, Fifth Floor, San Francisco, CA 94103.

**Jurisdiction of the Building Inspection Commission:** The Building Inspection Commission may hear and decide appeals of matters set forth in San Francisco Administrative Code Section 77.3. Please refer to Administrative Code Section 77.3 for a list of all of the matters that the BIC may hear and decide.

- (1) The determination being appealed was made by the Director of the San Francisco Department of Building Inspection on \_\_\_\_\_.
- (2) The affected property are located at \_\_\_\_\_, San Francisco. They contain \_\_\_\_\_ dwelling units and \_\_\_\_\_ guest rooms.
- (3) The building permit number, application number, complaint number, notice-of-violation number is \_\_\_\_\_.
- (4) Briefly describe state in plain and concise language the specific nature of the determination being appealed and code section under which the determination was made. Attach additional pages if necessary.

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- (5) Briefly describe the basis for this appeal, including how the Director erred in the determination. Once your appeal is received, you will be asked to provide more detailed information and documentation.

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I declare under penalty of perjury and the laws of the State of California that the foregoing is true and correct.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signatory is: ☐ Property Owner ☐ Agent ☐ Other \_\_\_\_\_