

APPEAL TO THE SAN FRANCISCO BUILDING INSPECTION COMMISSION OF A DETERMINATION BY THE DIRECTOR OF THE DEPARTMENT OF BUILDING INSPECTION

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

Appellant Name: _____ **Hearing fee:** _____
Phone / Email: _____ **Filing Date:** _____

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.**

Filing Deadline: Appeals to the Building Inspection Commission **must be filed within 15 calendar days** of the issuance of the written decision or determination by the Department of Building Inspection. If the Department of Building Inspection fails to render a written decision upon request, appeals must be filed within 15 working days from the request date. For deadlines of all other appeals, such as request for jurisdiction, request for suspension, or request for rehearing, please review San Francisco Administrative Code Chapter 77.

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.

Appellant Questionnaire & Declaration: The undersigned appellant hereby appeals to the Building Inspection Commission and makes the following allegations in connection therewith:

- (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.

Building Inspection Commission Appeal Application Form

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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.

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 _____