

Board of Building Appeals

1. What do I need to submit to the Board to appeal a citation or adjudication order?
2. How long do I have to appeal a citation or adjudication order?
3. Once I submit my request, how will I be notified?
4. How long does it normally take to receive a decision after the time of the hearing?

1. What do I need to submit to the Board to appeal a citation or adjudication order?

You will need to submit the following:

1. A letter requesting an appeal hearing (or use request form). State in the letter the item(s) you are appealing and what relief you are seeking from the board.
2. A copy of the citation issued by a fire official or adjudication order issued by a building official.
3. A processing fee of \$200.00 paid by check or money order. Make check payable to Treasurer, State of Ohio.

2. How long do I have to appeal a citation or adjudication order?

You have 30 days from the mailing date of the adjudication order or 30 days from the receiving date of the citation to appeal.

3. Once I submit my request, how will I be notified?

Once your request is received by the board, you will receive an acknowledgement letter assigning a hearing date within 15 days from the date your request is received. You will also receive a "Notice of Hearing" by certified mail which will state the actual date, time and place of the hearing.

4. How long does it normally take to receive a decision after the time of the hearing?

In most cases, you will receive a verbal decision at the time of the hearing. However, you should receive a written decision, mailed certified and signed by the board members within 2-3 weeks after the date of the hearing.