



# Administrative Appeal Bulletin # 11

Department of Planning and Land Services, June 2007  
Division of Building Safety and Inspection for 2006 I Codes

This form is for an Administrative appeal of a "Notice of Violation", or "Stop Work" notice. This form is provided for the convenience of the property owner and/or tenant who has received a Notice of Violation or a Stop Work Notice. If you feel there has been an error and a Notice of Violation or a Stop Work Notice should not have been posted please use this form to request reconsideration. **Requests will be reviewed each Tuesday.** A decision letter will be mailed no later than the Friday following the review. Please attach any and all documentation you can to help our review.

On (date) \_\_\_\_\_ I received a Notice of Violation  Stop Work Notice

at (address) \_\_\_\_\_ for:

- Building without a permit
- Using a building for a business without a Certificate of Occupancy
- Other: \_\_\_\_\_

I feel this notice was in error because:

- I did not build it, I bought it that way. (Documentation attached)**  
A permit may still be required. However, the investigation fee can be waived.
- There was no new construction just new paint etc.**
- There is no business**
- The business has been established for many years. (Documentation attached)**
- Other** \_\_\_\_\_

I have enclosed documentation that supports my appeal. (Examples)

- Purchase contract with Assessor's information showing building was already there when purchased.**
- Assessor's information showing building and/or original permit**
- Other** \_\_\_\_\_

**\* In a letter please explain what you would like to see happen as a result of this appeal.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  Owner  Tenant

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_