



Building Department Board of Appeals Guidelines

The purpose of the Building Board of Appeals is to hear and decide appeals of orders, decisions and determinations made by the Building Department relative to the application and interpretation of Title 24: California Building Standards Codes and other regulations governing use, maintenance and change of occupancy. Applications for appeals of Building Department actions and decisions are available by downloading the Building Board of Appeals Application located at (<http://www.ci.rohnert-park.ca.us/cms/One.aspx?portalId=3037873&pageId=3344305>).

Completed applications should be submitted to the Building Department within 30 days of the Building Department actions and decisions to allow adequate time to process the application according to the laws, guidelines and regulations.

Building Board of Appeals Application Process

- **When submitting, all applications must be signed.** Please turn in your completed application to the Building Division, 2nd Floor, located at 130 Avram Avenue.
- Applications must include all pertinent information such as drawings, site plan(s), floor plan(s) and/or photographs to completely describe the request being submitted.
- If an application is submitted by someone other than the property owner, or you wish to have someone else represent you, (i.e. architect), **a notarized letter of authorization must be provided from the property owner.** This letter must give the applicant permission to appear before the Building Board of Appeals regarding the specific request.
- The Building Board of Appeals meets as needed on the first Tuesday in the City Hall Council Chamber. Meetings officially begin at 5:00 p.m . All regular meetings are televised live and re-broadcast on Comcast Channel 26. Public notices for each request before the Building Board of Appeals are published at least ten (10) days prior to the meeting, in accordance with the Ralph M. Brown Act. **Applications must be received by noon at least 4 weeks prior to the meeting date. If your application is submitted any later than that, it will not be accepted.**
- **All application will be reviewed by staff for completeness prior to submission. Incomplete applications will not be accepted.** Applications with incorrect or inadequate information will be returned to the applicant for corrections and will be scheduled for the next available meeting date.
- Applicant must supply two complete packets of information.
- **All communication with the Building Board of Appeals members must be through the application and at public meetings only.** Solicitation of members on an individual basis outside of these venues is inappropriate and prohibited.
- Application to the Building Board of Appeals **does not guarantee the request will be scheduled until after the application is deemed complete by staff.**

