



II Centennial Plaza
 805 Central Avenue, Suite 500
 Cincinnati, Ohio 45202
 Monday- Friday 7:30 am- 4 pm
Boards@Cincinnati-OH.gov

Office Use Only	
Application #:	_____
Permit #:	_____
Date Accepted:	_____

NOTICE OF APPEAL TO THE BOARD OF BUILDING APPEALS

SUBJECT PROPERTY

Site Address: _____

Hamilton Co. Parcel ID No.: _____

APPLICANT INFO **PROPERTY OWNER** **OTHER** _____ (AGENT, ATTORNEY, ARCHITECT, ETC.)

Name: _____

Contact Person (if legal entity): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

PROPERTY OWNER INFORMATION **SAME AS ABOVE**

Name: _____

Contact Person (if legal entity): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

RELIEF REQUESTED

Please provide a brief description of the relief requested (“see attached” is an unacceptable description):

REQUIRED ATTACHMENTS

All notices of appeal must be filed within 30 calendar days of the date found on the written ruling or order.
All notices of appeal require nine (9) paper copies, bound or stapled, and one (1) digital copy of the application.
All notices of appeal require a letter detailing the reasons why the Board should grant relief.

Required Document Checklist:

Written Ruling or Order **Written Argument Supporting Request** **Plan Drawings** (if applicable)

I certify that all statements and documents that I provide with reference to this application are accurate, complete, and true to the best of my knowledge and belief. I further acknowledge that my application will be deemed incomplete for the failure to timely comply with any requirement of this application, which non-compliance may result in delays in the scheduling and resolution of my application.

Applicant Signature: _____ Date: _____

Board of Building Appeals

II Centennial Plaza
805 Central Avenue, Suite 500
Cincinnati, Ohio 45202
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pm 513-352-1559
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FREQUENTLY ASKED QUESTIONS

This information is supplied for your convenience. Your attention is directed to Cincinnati Building Code Chapter 1101 and Administrative Code Article XXI, Section 6.

1. **WHO MAY APPEAL?** Any person who has a bona fide controversy with the Department of City Buildings as to the interpretation or application of a provision or provisions of laws or ordinances subject to administration by the Department of Buildings and Inspections, except in cases for which other Appeals Boards maintain jurisdiction.
2. **WHAT MAY BE APPEALED?** A written ruling **resulting from building permit application reviews** or a written order to make **structural** repairs, alterations, **new construction**, or corrections.
3. **WHEN MUST AN APPEAL BE FILED?** Without exception, the complete appeal package pursuant to Item #5 below must be filed within **30 calendar days** from the date of the written ruling or order.
4. **WHAT ARE THE GROUNDS FOR APPEAL?** The appeal shall be based on one or more of the following grounds:
 - I. That the interpretation, ruling, or order is erroneous or constitutes an erroneous application of the particular provision of the Cincinnati Building Code and Ohio Building Code or related laws and ordinances involved, or is otherwise contrary to law.
 - II. That a modified application or alternative arrangement is available and feasible where by the strict application of a particular provision or provisions may be modified without defeating the public safety, health, and general welfare purpose and intent of the provisions of the CBC and OBC and without permitting or constituting a provision for safety or sanitation which would be, or is less safe or sanitary than is required by the Ohio Building Code.
 - III. That a variance from the applicable section of Chapter 1117 CBC, the administration thereof, or any rule or regulation made thereunder, in the specific case, will not be contrary to the public interest, and a literal enforcement of such provisions will result in undue hardship.
5. **HOW TO FILE?** Submit an application, necessary documentation, and the applicable fee in-person or by mail:

Office of Administrative Boards
805 Central Avenue, 5th Floor
Cincinnati, Ohio 45202
6. All application must be complete, and submitted with the following items:
 - I. **An adjudication letter (a copy of the written ruling or written order being appealed) signed by the Plans Examiner or Inspector and the City's Chief Building Official.**
 - II. A nonrefundable filing fee:

\$59.00—RCO- 1, 2, & 3 Family
\$100.00—Multi-Family/Commercial
Checks are payable to "The City of Cincinnati"
 - III. A supporting statement (**Equivalency Letter**) outlining the proposed alternative arrangement or argument to be offered for the Board's consideration. An appeal based in whole or in part on hardship requires that an estimate or bid in detail, estimating the cost of compliance, a statement of income and alternative safety proposals to ensure an equivalent degree of safety, must be submitted.
 - IV. Submit **nine** copies of the packet and one digital copy of above items. **Any drawings or maps included cannot be larger than 11"X 17"**.
 - V. All appeal application transactions **must be completed by 4:00 p.m.** No exceptions.
7. **WHAT AUTHORITY DOES THE BOARD HAVE?** The Board of Building Appeals has full authority to affirm, modify, reverse, or set aside the ruling or order appealed from, and its decision shall be final.
8. **WHEN ARE THE HEARINGS HELD?** The Board of Building Appeals meets **regularly** the first Thursday of each month at 1:30 p.m., unless a holiday requires a change in the date. The BBA Schedule is on the City's website – www.cincinnati-oh.gov/boards. Your case will be set before the Board as the case load and schedule permits. You will be notified in writing at least ten (10) days prior to your hearing of the actual time, date and location.
9. **HOW WILL I KNOW WHAT DECISION THE BOARD REACHED?** Decisions are made in open session **at the conclusion of the particular case**. The decision will be **signed at the following month's hearing and promptly mailed** to the owner of the premises, the appellant, and the city agencies involved.