

BUILDING CODE BOARD OF APPEALS

Brief Rules of Procedure for Filing an Appeal

1. Applications for appeal to the Building Code Board of Appeals shall be accompanied by or set forth the following information:
 - A. The street address, if any, and the legal description of the property involved.
 - B. The principal points upon which the appeal is made.
 - C. **A clear and accurate description of the proposed variations** or modifications of the requirements of the Building Code. (A letter or supplement to the appeal is most helpful.)
 - D. **Specific reference to the section or sections of the** Building Code under which it is claimed the appeal may be granted.
 - E. Six (6) copies of the plans drawn to scale showing the lot and the proposed building to be erected or altered, the existing and intended use of the building or part thereof and such other information as may be deemed necessary to properly provide for the hearing of the appeal. (Only three (3) copies of the application are needed.)
 - F. A fee of one hundred and forty-five dollars (\$145.00) must accompany all appeals. (Ordinance NO. 1922, City of Livonia, amending Section 300(c) of Chapter 04 (Building Codes) of Title 15 of the Livonia Code of Ordinances.

2. Appeals must be filed with complete information and in the hands **of the secretary a minimum of two weeks prior to a meeting date** so that Board members will have a minimum of ten (10) days to review and study the docketed cases. (Resolution of the Building Code Board of Appeals at the meeting of January 19, 1967).

NOTE: The regular meeting date of the Building Code Board of Appeals **is the second Thursday of the month. The Board meets in the Offices of the Inspection Department, in the Annex of the Livonia** City Hall Building, 33000 Civic Center Drive, Livonia, MI 48154