

APPEALS PROCESS
BOARD OF BUILDING STANDARDS AND BUILDING APPEALS

The appeals boards are entities separate from Building and Housing. They are comprised of appointed members under an appointed chairman who convenes regularly scheduled public hearings arising from orders of the Building Department. The boards may require attendance of witnesses, production of records and papers, and may take depositions of witnesses. Testimony is given under oath. At the conclusion of testimony, board members deliberate and decide the case, rendering their decision in the form of a “Resolution”.

If the appeal is denied, the appellant has recourse to the Court of Common Pleas

BOARD OF BUILDING STANDARDS AND BUILDING APPEALS

- Complete the appeal application form
- Pay the filing fee.
- Provide a statement of appeal, identifying the B&H order and the relief which appellant is seeking.
- The Board will schedule the case and notify the appellants of the date, time, and location.
- Public Hearings are conducted every other Wednesday morning in Room 514. A court recorder will transcribe the proceedings.
- City staff attends and provides technical information as required.
- Appellant may call witnesses, cross-examine witnesses, submit testimony and evidence, and may be represented by an attorney
- After sufficient discussion, a board member will move to adopt or deny the appeal; conditions and restrictions may be added. The proceedings may be postponed to an upcoming meeting to gather additional information at the Board’s discretion.
- A vote is taken among the members present, the case is decided and resolved, and may be remanded to B&H for further action.
- A written Resolution is provided to the appellant in the week following the public hearing. This document becomes a part of the permit file.
- Process typically takes from 2 – 4 weeks.