



**City of Ojai**  
Community Development Department

---

## **BUILDING APPEALS BOARD**

### **Informational Sheet**

#### **WHAT IS AN APPEAL?**

An appeal is a request for the Building Appeals Board to review decisions of the Building Official in which it's believed the conclusion reached was inappropriate. Findings, decisions, or determination of the Building Official can be appealed.

#### **WHAT ISSUES CAN BE CONSIDER IN AN APPEAL?**

An application for appeal is based on a claim that the true intent of the California Building Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the California Building Code does not fully apply, or an equally good or better form of construction is proposed. The Building Appeals Board may consider appeals of any building-related finding, decision, or determination made by the Building Official.

#### **WHO CAN APPEAL A DECISION OR DETERMINATION?**

Any involved person may appeal a finding, decision, or determination made by the Building Official.

#### **WHERE IS AN APPEAL FILED?**

All appeals to the Building Appeals Board must be filed with the City of Ojai's Community Development Department.

#### **WHAT IS THE FILING FEE FOR AN BUILDING APPEAL?**

The filing fee for an appeal is \$300.00, which is refundable if the appeal is granted.

#### **WHAT IS REQUIRED TO FILE AN APPEAL?**

All appeals to the Building Appeals Board must be filed on an official "Building Appeals Application" form. These forms are available at the Community Development Department. The application form must be completely filled out and clearly state those issues or portion of the findings, decision, or determination being appealed since the Building Appeals Board will consider **only those issues or portions which were raised in the appeal form**. Once an appeal is accepted for filing, additional issues cannot be raised after this time or at the hearing.

## **WHAT IS A “STATEMENT OF GROUNDS?”**

The appeal application form includes a section entitled “Statement of Grounds for Appeal.” The statement of grounds is the appellant’s opportunity to state the reasons why the decision or determination is being appealed and why the appellant believes that the decision or determination of the Building Official was inappropriately decided.

## **WHAT HAPPENS AFTER THE APPEAL IS FILED?**

Once a complete appeal is accepted for filing, a hearing is schedule. The appellant will be notified of the date, time, and place of the hearing by mail in advance. A staff report will be submitted to Building Appeals Board and made available to the appellant prior to the hearing. The staff report provides information on the appeal and the decision or determination being appealed and may include a recommended action. The hearing on the appeal is then held.

## **WHAT HAPPENS DURING THE APPEAL HEARING?**

The Board conducts a public hearing on the appeal, listening to the arguments and facts from the appellant or property owner, anyone else who wishes to be heard, and from the Building Official. The Building Appeals Board or Building Official may ask questions of staff, appellant, or other persons providing input at the appropriate time in the hearing process. Once the deliberation phase begins, the Board of Appeals can take action to uphold the appeal thereby modifying or overturning the previous decision, to deny the appeal, or to continue the hearing for further deliberation or information. When the Board of Appeals makes its decision on the matter, the appeal process is finished.

### **WHERE TO FILE:**

Community Development Department  
Ojai City Hall  
401 S. Ventura Street  
Ojai, CA 93024  
(805) 646-5581

### **OFFICE HOURS:**

8:00 am to 5:00 pm  
Monday through Friday



**City of Ojai**  
Community Development Department

---

## **BUILDING APPEAL APPLICATION**

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

**ATTACH ADDITIONAL INFORMATION IF NEEDED TO DESCRIBE THE APPEAL IN DETAIL.**

1. Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Statement of Grounds for Appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. If this appeal involves an application or permit application for construction, please provide the following information:

a. Address of Construction Project: \_\_\_\_\_

b. Owner's Name and Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Reference the specific section of the code your interpretation involves: \_\_\_\_\_

Please circle the applicable Code: CBC CEC CMC CPC OMC Other: \_\_\_\_\_

5. Do you have any information materials or references of support, please list each item attached:

Item 1: \_\_\_\_\_

Item 2: \_\_\_\_\_

Item 3: \_\_\_\_\_

**I hereby certify under penalty of perjury that the information I have provided is true and accurate.**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**