



APPLICATION FOR APPEAL
BOARD OF EXAMINERS & APPEALS

Applicant: _____

Address / Phone # _____

E-mail _____

Appellant: _____

Address / Phone # _____

E-mail _____

To the Chair of the Board of Examiners & Appeals:

I hereby request my case involving the following grievance be reviewed by the Board:

- Appeal to an alleged error in any order, requirement, decision or determination made in the enforcement of the codes.
Special exception to the terms of the codes.
Variance to the code requirements where there are unusual conditions or circumstances which cause a hardship when the provisions of the code are applied.
Licensing actions.

Code or license being appealed:

- Building Fire Housing Plumbing Electrical Mechanical

NOTICE: This appeal must be accompanied by a written description of the request and, if applicable, a detailed project or site drawing. Show your proposal and indicate the existing code requirement and any other information important to the Board's decision.

A \$25 filing fee is required to compensate for publication and mailed notices. The Board will meet on the Tuesday following the publication notice in the Des Moines Register. The appellant or a representative is required to be at the hearing to present the request.

Attached hereto and made a part of the appeal, I submit the following:

- A statement or letter describing in detail the request.
Supporting documentation.
A drawing, showing proposed variance requested, if applicable.

AFFIDAVIT

I hereby deposit and say that all of the above statements and the statements contained in the papers submitted herewith are true.

(Signature of Applicant)

Signed and sworn to before me, this ___ day of ___, 20__.

(Notary Public)

Office Use Only
Date received _____ Paid [] Cash [] Check # _____
Filing # _____ Scheduled Meeting Date _____