



Administrative Appeal of Building Official

Bulletin 11

Division of Building Safety and Inspection for 2018 International Codes

This form is for an Administrative Appeal of a **Notice of Violation** or **Stop Work Notice** from the Building Official, and is provided for the convenience of the property owner or tenant. If you feel there has been an error and a Notice of Violation or Stop Work Notice should not have been posted, please use this form to request reconsideration. A decision letter will be mailed following the review. Please attach any and all documentation you can to help our review.

On (date) _____ I received a: **Notice of Violation** **Stop Work Notice**

at (address) _____ for:

- Building without a permit
- Using a building for a business without a Certificate of Occupancy
- Other: _____

I feel this notice was in error because:

- I did not build it, I bought it that way. (Documentation attached)
A permit may still be required. However, the investigation fee can be waived.
- There was no new construction, just new paint, etc.
- There is no business
- The business has been established for many years. (Documentation attached)
- Other: _____

I have enclosed documentation that supports my appeal:

- Purchase contract with Assessor's information showing the building was already there when purchased
- Assessor's information showing building and/or original permit
- Other: _____

In a letter please explain what you would like to see happen as a result of this appeal.

Print Name: _____ Owner Tenant

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Please submit in person or by mail to:

Building Official
Pierce County Development Center
2410 South 35th Street, Room 2
Tacoma, WA 98409