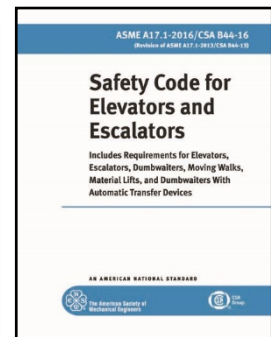
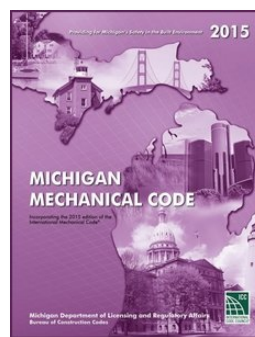
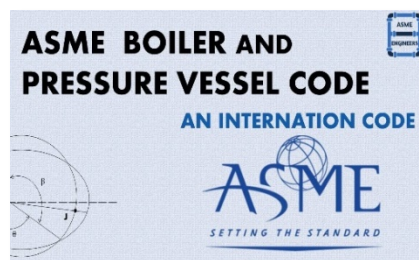
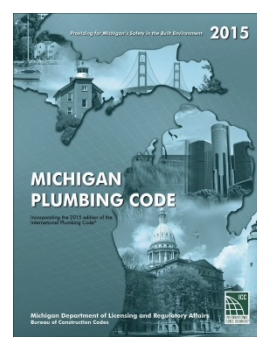
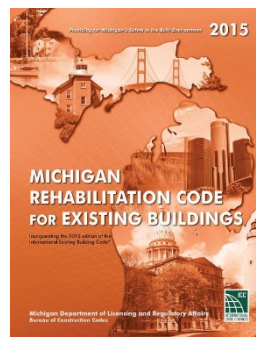
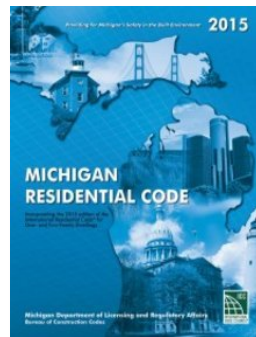
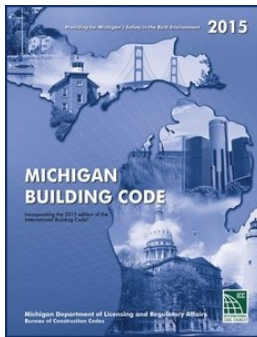




DEPARTMENT OF
**Buildings, Safety Engineering
& Environment**

Board of Appeals/ Administrative Hearing Application



Please complete the attached form and send via email to
davisfk@detroitmi.gov or
Tanner.Wilemski@detroitmi.gov.



APPLICATION FOR ADMINISTRATIVE HEARING/BOARD OF APPEAL

The current fee is **\$468.00** for the first item, **\$117.00** for each additional item, and **\$234.00** for rehearing. **NO REFUNDS.**

Payments can be made by credit card, check, money order, or cash. (Checks can be made payable to “Treasurer, City of Detroit”, and credit cards accepted are “MasterCard” or “Visa” Credit/Debit Card. You will receive an invoice before the hearing and you are required to submit your payment before the hearing.

Return to: ***Board of Appeals Clerk in Room 408.*** (Please specify the Division you are requesting relief from, i.e., Buildings, Plumbing, Electrical, Mechanical, or Plan Review).

For Variation to Code Provisions, please submit the following:

1. Two sets of fully dimensioned drawings that:
 - a. Show the structure and systems involved.
 - b. Highlight the noncompliance or the designed alternate.
2. A narrative¹ describing:
 - a. The practical difficulties to comply with the Code provisions.
 - b. How the proposed design meets the intent of the Code.
 - c. Why the proposed design does not pose any greater hazard than if it were to meet the letter of the Code.

For approval through the Administrative and permitting process for Temporary Trailers, please submit the following:

1. A fully dimensioned plot plan showing the location for the proposed trailer on the lot, state approval, and pictures.
2. Proof or verification that the trailer is State approved for the desired use and barrier-free design (handicap toilet, corridor width, etc.)
3. Your plan for a ramp for handicap access
4. Your plan to provide adequate sanitation, light, and ventilation.

For Approval through the Administrative and permitting process for code relief from [Removing] all existing private sidewalks, driveways, walls, and other miscellaneous concrete slabs to full depth; under 2015 MBC, Section 3303.8.4 (d)(4) and Detroit City Ordinance, 290-H, Section 12-11-19.10, Item #5. Please submit the following:

1. A copy of the wrecking permit of the referenced location;
2. A written explanation of why they are requesting relief of the 2015 MBC, Section 3303.8.4 (d)(4) and Detroit City Ordinance, 290-H, Section 12-11-19.10, Item #5
3. Applicant must submit plans for the proposed future use with the application;
4. Applicant must submit plans to plan review for approval and obtain a permit for future use.

¹ Narratives must be submitted written on a letterhead and as a formally addressed letter.



APPLICATION FOR ADMINISTRATIVE HEARING/BOARD OF APPEAL

Date Submitted: _____ Permit No.: _____

Location: _____
(Number) (Street) (City) (Zip)

Owner: _____ Email Address: _____
(Name)

Address: _____
(Number) (Street) (City) (Zip)

Phone No.: _____ Cell No.: _____

Applicant: _____ Email Address: _____
(Name)

Address: _____
(Number) (Street) (City) (Zip)

Phone No.: _____ Cell No.: _____

Contact person regarding meeting date: _____
(Name) (Phone No.)

I hereby make an application for an Administrative/Board of Appeals Hearing seeking a request for a variance to Code Provisions, or the approval through an administrative procedure, as required in the Code, from the Building Official, for the following code:

Code, Section No., and Code Requirement	
Reason for Noncompliance	
Alternate Method Proposed	
How is the alternate Equivalent to Code	



APPLICATION FOR ADMINISTRATIVE HEARING/BOARD OF APPEAL

Owner's and Applicant's Affidavit (Both must be signed)

State of Michigan}
County of Wayne}

The undersigned being duly sworn, deposes and says that the foregoing statements and answers herein contained and accompanied information and date are in all respects true and correct to the best of my knowledge and belief.

Applicant _____

Owner _____

Subscribed and sworn in before me this _____ Day of _____ 20 _____

Subscribed and sworn in before me this _____ Day of _____ 20 _____

(Notary Public Wayne County, Michigan) My Commission Expires _____

(Notary Public Wayne County, Michigan) My Commission Expires _____

Department Use Only

The above applicant has exhausted all appeal procedures within my division and is therefore entitled to an Appeals Hearing. A report will be prepared and submitted three days from the application date for scheduling.

Division Supervisor _____ Division Chief _____