

Application to Convene the Building Board of Appeals

I. Applicant Information

Name	Street Address	City/State	Zip Code
Phone Number	Email Address		
Applicant is (select one): <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer			

II. Job Information

Owner Name	Street Address	City/State	Zip Code
Status of Job: <input type="checkbox"/> Not Started <input type="checkbox"/> Under Construction <input type="checkbox"/> Finished		Permit Number, If Issued:	

III. Appeal Information

Specific code sections being appealed (attach additional pages if needed):	
Building Code Section(s)	
Electrical Code Section(s)	
Mechanical Code Section(s)	
Plumbing Code Section(s)	

Description of the nature of the appeal (attach additional pages if needed):

IV. Signatures

Applicant Signature	Date
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If applicant is NOT the property owner, complete the following:

Certification of Ownership: I, _____ (Owner Name), certify that I own the property affected by the proposed appeal and approve the request.

Property Owner Signature	Date
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V. Application Process and Information

- **\$500 non-refundable application fee must be paid at the time of application.**
- Five (5) copies of all documentation must be submitted along with this application.
- All applications must include a brief letter explaining your reasons for requesting an appeal, along with building and site plans (if applicable).
- Letters for appeals from code sections must explain:
 - Your reason for the request; and
 - Which code section(s) are in question; and
 - Why you feel those code section(s) have been interpreted incorrectly; and
 - An explanation of your solution to provide an equal or better means of compliance; or
 - The reason why you feel the code section(s) do not apply in your case.
- You have the right to appeal the Southwest Michigan Building Authority Building Board of Appeals decision to the State of Michigan. If you choose to appeal this decision, then application must be made within 10 days of the decision to the address listed below, in accordance with Section 16 of 1972 PA 230.
 - Michigan Department of Labor & Economic Growth
 Bureau of Construction Codes
 P.O. Box 30255
 Lansing, MI 48909-7755

517-241-9328
www.michigan.gov/bcc