

# Department of Building & Zoning Services

Scott Messer, Director  
111 N Front Street, Columbus, Ohio 43215  
(614) 645-7562 (614) 645-6419 FAX

## APPLICATION FOR HEARING Before the Columbus Building Commission or the Ohio Board of Building Appeals

Date: \_\_\_\_\_

Address of Structure Involved \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

City/State/ZIP code \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City/State/ZIP code \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

I (We) request an interpretation or a variance to the Columbus Building Code, Ohio Building Code, or other referenced codes for the following reasons (Briefly give necessary information and details):

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Signature \_\_\_\_\_

Use Group \_\_\_\_\_ Type of Construction \_\_\_\_\_

Please Note: When an appeal is requested, the fee is \$250.00 for a one, two or three family dwelling. Please make check payable to the Columbus City Treasurer and submit with an application to the Department of Building and Zoning Services. The Secretary of the Columbus Building Commission shall determine if this appeal can be heard by the Columbus Building Commission or if the appeal is related to the Ohio Building Code and shall be referred to the Ohio Board of Building Appeals for a hearing. The proper Adjudication Order shall then be prepared and forwarded to the applicant. The Columbus Building Commission meets the third Tuesday of each month. Cut off for submission is 14 days prior to the scheduled meeting date. In cases when an appeal is referred to the Ohio Board of Building Appeals, the applicant shall submit the Adjudication Order with a written request for a hearing to the Board of Building Appeals, Ohio Department of Commerce, 6606 Tussing Road, PO Box 4009, Reynoldsburg, Ohio 43068-4009. A fee is required for a hearing by the Ohio Board of Building Appeals. For additional information of this process, please phone (614) 644-2616.

Any questions concerning this application or procedure may be directed to the Chief Building Official's Office at (614) 645-6416.

## PRESENTING AN APPEAL TO THE APPEALS BOARD

Reference: Columbus Code 4107.05 and Ohio Building Code 109.1.

The following are suggested guidelines for applicants making appeals to the Columbus Building Commission or the Ohio Board of Building Appeals.

- A. All persons making an appeal for a variance or code interpretation of the Building Code should prepare a concise presentation. Current drawings, photos, manufacturer's details and instructions, installation drawings and any other detail that will aid the Appeals Board to understand the request should be included.
- B. The Appeals Board's main source of information regarding the case to be heard is the written Adjudication Order. Applicants are responsible for presenting all necessary details and information for the Board to make a knowledgeable decision which will be based only upon the evidence presented for the case.
- C. The Appeals Board is not bound by any past decisions or variances. Each case will be decided on its own merit. Whether or not the Board granted a similar variance in the past is irrelevant. All current facts related to the building in the appeal being heard should be presented.
- D. The Appeals Board may grant a request based on code interpretation or unnecessary hardship. These cases should be prepared accordingly.
- E. The Appeals Board will not make code interpretation for general use of the Building Code. An interpretation will apply only to the specific building before the Appeals Board.
- F. Appeals based on unnecessary hardship should include evidence supporting the cost of compliance with the Building Code. Alternate solutions or equivalencies that would provide for the health and safety of the public should also be presented for the Board's consideration.

Amit Ghosh  
Chief Building Official  
Department of Building and Zoning Services

Application for Hearing  
7-2018