

INSTRUCTIONS FOR FILING AN APPEAL WITH THE BOARD OF BUILDING APPEALS

Prepare a letter to the Summit County Board of Building Appeals stating your reasons for appealing. You will need to send eleven (11) copies submitted to:

Summit County Department of Building Standards
1030 East Tallmadge Avenue
Akron, Ohio 44310

Your letter should include the following items:

- Applicant's name, address and telephone number;
- Name of individual /company requesting appeal;
- Detailed explanation of your reason for an appeal;
- Necessary documentation to support the appeal (eleven sets), and if you submit large prints, they **must** be individually folded;
- If the issue is fire related, a letter of support from the fire department, if possible, is required;
- Any prior approval by other building departments or agencies;
- Money order or check payable to the Summit County Building Standards for \$100.00.

Meetings are scheduled for the first Thursday of every month at 2:00 pm and are held at the Building Standards office. Appeals must be submitted absolutely no later than 4:00pm the Wednesday of the week prior to the meeting date. Your appeal, the time, and the location will be confirmed by mail. You and/or your representative are expected to attend.