



**CITY OF  
HERMOSA BEACH**

Community Development  
Building & Safety Division

Phone: 310-318-0235  
Hours: Mon. – Thur. 7am-6pm  
[CommunityDevelopment@hermosabeach.gov](mailto:CommunityDevelopment@hermosabeach.gov)

## **REQUEST TO APPEAL TO THE BUILDING BOARD OF APPEALS**

The purpose of this Information Bulletin is to outline the process for applicants seeking to appeal orders, decisions or determinations made by the Building Official relative to the application and interpretation of the California Codes of Regulation Title 24-California Building Standards Code (CCR Title 24) or any action taken by the Building Official in the enforcement or interpretation of those regulations.

The State of California provides specific authority and responsibility to the Building Official in administering and enforcing the CCR Title 24. In cases of practical difficulty, unnecessary hardship, or extreme differences, the Building Official, pursuant to Health and Safety Code §19957, may grant exceptions from the literal requirements of the standards and specifications or permit the use of other methods or materials, but only when it is clearly evident that equivalent facilitation and protection are secured.

The Building Board of Appeals is set up as the body to hear appeals on State regulations and to provide a forum to review appeals regarding the action taken by the Building Official in the enforcement or interpretation of those regulations. The authority, functions and duties of the Board are in the Hermosa Beach Municipal Code Chapter 15.04.

### **INSTRUCTIONS AND REQUIRED ITEMS FOR FILING APPEALS**

The Request for an appeal must be completed (and typewritten whenever possible) by the Petitioner (which may be the building owner or company officer, architect, engineer, etc.) and signed by the building owner or company officer.

Appeals to the Board shall be submitted in writing to the Building Official on the attached application and shall be accompanied by a filing fee based on the fees set forth in the City's Fee Schedule (REF S-059). If, upon review, the application form and/or any substantial material provided is found to be insufficient or in need of clarity, additional information may be requested. Appellants will be notified by the Building Official of the scheduled hearing date when all of the pertinent information has been provided. Refer to the City website for the [Building Board of Appeals](#) for additional information.

The appeal shall be accompanied by as much substantiating data as possible. The information provided should be of sufficient clarity to explain and describe the desired appeal or variance to the CCR Title 24. All data submitted will become part of the Board's file. The type of information required include, but not limited to, the following:

- Floor plans, cross-sections, elevations, plot plans, and/or construction details,
- Alternate material where applicable, and

Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

- Any other pertinent data of a reliable nature (i.e. pictures, drawings, reports, etc.). The application and substantial material should be submitted at least **FOUR WEEKS PRIOR** to the scheduled hearing. The appellant will be notified by the Department of the scheduled hearing date when all of the pertinent information has been provided.

### APPEALS PROCESS

Limitations of authority. The jurisdiction of the Board of Appeals shall be limited to claims that this Code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this Code do not fully apply or an equally good or better method of construction is proposed. The Board of Appeals shall have no authority to waive requirements of this Code.

Such Board shall have the right, subject to such limits as the Council may prescribe by resolution, to employ at the cost and expense of said City such practicing architects, competent builders, attorneys and structural engineers as said Board in its discretion may deem reasonable and necessary to assist in its investigation and in making its findings and decisions.

- A separate appeal form is required for each appellant party, except for appellants from the same address, or an appellant representing an organization.
- You must have established *aggrieved* status by presenting oral or written testimony at the hearing where the decision was rendered; otherwise, you may not appeal the decision.

#### **This application and all documents can be sent to:**

Guillermo Hobelman  
Building and Code Enforcement Official  
[ghobelman@hermosabeach.gov](mailto:ghobelman@hermosabeach.gov)  
310-318-0235

Community Development Department  
1315 Valley Drive  
Hermosa Beach, CA 90254

Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

## APPLICATION TO APPEAL TO THE BUILDING BOARD OF APPEALS

An appeal is hereby made to Your Honorable Body from the decision of the Building Official.

### PROPERTY & PROJECT INFORMATION

Job Address: \_\_\_\_\_, Hermosa Beach, CA

Reason for Appeal Narrative:

Assessor's Parcel Number:

The decision being appealed was made by the Building Official on the following date:

Date:

### PROPERTY OWNER

Full Name

Phone #:

Email:

Address:

### APPLICANT – THIS IS THE PRIMARY POINT OF CONTACT

Full Name

Phone #:

Email Address (this will be the primary means of contact):

Mailing Address:

### APPLICANT AFFIDAVIT

(I/We) am/are aware that the following requirements may apply to this permit application:

I/We, your appellant(s), hereby respectfully request that Your Honorable Body **reject** the decision and **Approve / Deny** the application or permit in question.

The applicant will be the sole and primary point of contact for this application. The listed applicant is the primary contact for all communications with City Staff. The applicant will be responsible for communicating status updates to all parties involved with this application.

*(I/We) the undersigned declare, under penalty of perjury under the laws of the State of California, that (I am/we are) the owner(s) or authorized representative(s) of the property in this application; that the information on all attached documents hereto and all the statements and answers contained herein are, in all respects, true and correct and that I understand and agree to all the items listed on this informational bulletin and application.*

**Signature**

**Date:**

Printed Name:

**ALL REQUIRED ITEMS FOR FILING APPEALS MUST BE INCLUDED**