



Instructions and Additional Information: Application for Construction Code Board of Appeals

1120 Monroe Ave NW
Grand Rapids MI 49503
616-456-4100

Public Act 230 Section 125.1514-125.1518 governs the Construction Code Board of Appeals.

Application

Applications for the Construction Code Board of Appeals (CCBOA) must be submitted to the Building Inspections Office. Contingent on the availability of the Board members, a public hearing date will be set within 30 days of application filing.

Application Requirements

On the application form, please designate a **Contact Person** that is involved with the project and has access to the property during normal business hours. Prior to the hearing, the Board **may** assign an Inspection Committee to tour the property for the purpose of gaining a better understanding of the site conditions. The **Contact Person** will be asked to provide access to the property and may be asked to accompany the Inspection Committee members.

Information Required With Application

- **Appeal Fee:** The following appeal fee(s) are due at the time of application filing.

Initial Hearing (One agenda item)

- Commercial Appeal \$250.00
- Residential Appeal \$150.00

Each additional agenda item \$ 50.00

- **Plans:** All applications shall be accompanied by nine (9) sets of 11" by 17" scaled or dimensioned drawings that completely describe the location and nature of the appeal.
- **Please note that an application will not be considered complete until the application form, appeal fee, and plans are submitted.**

Notice of Hearing and Hearing Date

When: Within 30 days of application filing

Time: During normal business hours

Where: Development Center Public Hearing Room
1120 Monroe Ave NW Room 201
Grand Rapids MI 49503

Notice of Public Hearing

A Notice of Public Hearing will be sent to the applicant, published in the newspaper, and posted in the Development Center and City Hall at least ten (10) days prior to the meeting.

Criteria

The applicant or a representative **must** attend this hearing to present the variance request. Failure to appear will automatically result in the denial of the request. Re-hearings are held at the Board's discretion and only for good cause as determined by the Board.

Additional Information

➤ Review Standards

No variance in the provisions or requirements of a construction code shall be authorized by the Board unless the Board finds that the application is based on a claim that the true intent of the code or rules legally adopted there under have been incorrectly interpreted, the provisions of the code do not fully apply, or an equivalent form of construction is to be used. The Board may not waive code requirements.

➤ Postponed Hearing

Under Public Act 230, when four members are not present to hear an appeal, the hearing must be rescheduled.

➤ Board Decision

The Board shall modify or reverse the decision of the Code Official by a concurring vote of majority of the members present.

➤ Resolution

The decision of the Board shall be by resolution. Certified copies shall be furnished to the appellant and to the Code Official.

➤ Administration

The Code Official shall take immediate action in accordance with the decision of the Board.

➤ Decision Appeal

A denial of a variance request may be appealed to the LARA-BCC Michigan Construction Code Board of Appeals.

Staff Contact Person

Mark Fleet – Building Official
Phone: 616.456.3487
Email: mfleet@grcity.us