



User's Guide to the Appeal Process

City of Paso Robles, Building Department

1000 Spring St • Paso Robles • CA • 93446 • (805) 237-3850

WHAT CAN BE APPEALED?

The purpose of the Building Board of Appeals is to “hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the Code.” (CBC Section 113.1). If you feel the true intent of the code has been incorrectly interpreted, the provisions of the code do not fully apply; or an equally good or better form of construction is proposed you may file an appeal.

WHO IS THE APPEALS BOARD?

The appeals board is made up of five appointed members who are, “qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.” (CBC Section 113.3.) The Secretary to the Building Board of Appeals shall be the Chief Building Official.

WHAT IS THE TIMELINE TO FILE AN APPEAL?

An appeal shall be filed with the Secretary of the Board of Appeals within fifteen (15) working days (holidays observed by the City are not working days) after the rendering of the decision affecting the aggrieved person. Grounds for the appeal shall be set forth in writing in a form to be supplied by the secretary (<http://www.prcity.com/government/advisorybodies/bba.asp>) in addition to any other supporting materials the appellant may wish to furnish, setting forth the reasons for the appeal. The initial fee for the appeal must accompany the application.

Any written reports to be made to the Board shall be filed with the Secretary of the Board and shall be made available to the Board and to the public no less than five (5) working days prior to the date set for the hearing. Any City of Paso Robles Department Manager or designee shall have the right to be heard on any matter coming before the Board.

WHERE SHOULD I SUBMIT MY APPEAL?

You may file your appeal with the Secretary of the Board of Appeals; the office address is:

City of Paso Robles
Attn: Chief Building Official
1000 Spring Street, Paso Robles, CA 93446
Phone: 805-237-3850
Fax: 805-238-4704
Email: cganest@prcity.com

Please mark cover letter or envelope
BUILDING BOARD OF APPEALS
APPEAL

WHAT HAPPENS AFTER I SUBMIT AN APPEAL?

The Secretary of the Board shall set the time and place for hearing the appeal, and a notice of the time and place of the hearing shall be published in a newspaper of general circulation in the City of Paso Robles, and notice shall also be given to the appellant by mailing, postage prepaid, at the address provided by the appellant in the letter of appeal at least ten (10) working days before the hearing date (2013 CBC Section 113.10.)