



CITY OF TOLEDO
Department of Inspection
Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

BOARD OF BUILDING APPEALS (BBA)

PROCEDURE for APPEAL

1. The Building Official or his designee, pursuant to the Ohio Building Code (OBC) and Chapters 3781 and 3791 of the Revised Code, issues an adjudication order regarding the sections of the code that are in violation.
2. If you wish to appeal the adjudication order or violation letter, you must request the appeal in writing addressed to the Board of Building Appeals, City of Toledo, P O Box 844, Toledo, Ohio 43697, within 30 days of the adjudication order or violation letter. A \$150.00 processing fee must accompany the request, as well as a copy of the adjudication order. The \$150.00 fee may be paid by check made payable to "City of Toledo" or by MasterCard or Visa (see the attached Credit Card Authorization Form).
3. Your appeal will be assigned to the next Board of Building Appeals agenda. You will be notified by letter of the date and time of the meeting. At the meeting, you may present oral or written evidence and examine witnesses appearing for or against you.
4. The decision of the board will be announced at the meeting. A letter will be mailed to the appellant indicating the BBA's decision and the rationale for their decision.
5. If the appellant is denied the appeal, the appellant may then apply to the State of Ohio Board of Building Appeals for a *de nova* hearing within 30 days of the decision or appeal the decision to the Lucas County Court of Common Pleas within 15 days of the decision, in accordance with OBC Section 4101:2-1-76 and O.R.C. Section 119.12.

Board of Building Appeals Meeting Schedule

Board of Building Appeals meetings are held

9:00 a.m.

2nd Friday of the month

12th Floor of Government Center
Conference Room A

Applications to the Board of Building Appeals
must be made at least two (2) weeks before the hearing date.