

How to Appeal a Building Permit Decision

When you need Help.



The Board of Building Permit Appeals (BBPA) has been established for two purposes:

1. To resolve disputes between the County Building Inspection Section and building permit applicants or permit holders regarding proper interpretation of County construction codes; and,
2. To authorize the Chief Building Official to record notices of violation against properties with unresolved violations of County construction codes.

When any building or other construction permit has been denied, revoked, or suspended and you feel the action was based on an improper interpretation of the construction codes, you may consider an appeal to the BBPA. Likewise, violations the Building Official wishes to record must first be brought before the BBPA, after proper notice to the owner.

What the Board of Appeals can do.

The Board conducts a public hearing on an appeal or request to record a notice of violation, listening to the arguments and facts from the appellant or property owner and from the Building Official or his representative. Then it votes either to concur with the Building

Inspection Section or to overrule it, sometimes imposing conditions upon the approved permit to safeguard the neighborhood or the County.

Section 9608, of the Building Regulations of San Mateo County provides the Board with the power to: 1.) Allow for the use of alternative materials provided that the proposed use of alternative building materials is provided for in the appropriate code. 2.) Allow for variances of building code requirements where the Board is satisfied that health and safety will not be jeopardized by the variance and where strict adherence to the requirement of the applicable code will cause practical difficulties or unnecessary hardships. 3.) Review and adjust investigation fees which have been assessed against the hearing applicant.

What the Board cannot do.

The Board of Building Permit Appeals' jurisdiction is limited by County Ordinance Code Section 9600 to the following construction codes:

- ☛ Uniform Building Code
- ☛ Uniform Plumbing Code
- ☛ Uniform Mechanical Code
- ☛ National Electrical Code
- ☛ Uniform Code for the Abatement of Dangerous Buildings

and related codes adopted by the County of San Mateo.

The Board cannot deal with matters which fall under other County regulations, such as the County zoning or subdivision regulations, septic tanks, wells, geotechnical reviews, road standards, etc. If you have problems in these areas, contact the appropriate agency listed later in this brochure.

How to file an appeal.



Appeals to the Board of Building Permit Appeals are filed with:

San Mateo County
Board of Building Permit Appeals
Second Floor, County Office Building
455 County Center
Redwood City, CA 94063
Telephone: 650/599-7311

Appeals may be filed in person or by mail. The Building Inspection Section can provide you with the appeal form you should use to file your appeal. You should attach a copy of the permit or permit application in question and a brief statement outlining your reasons for appealing. Please check with the Building Inspection Section for the appeal filing fee.

Building Inspection Counter hours are from 7:00 a.m. to 7:00 p.m., Monday through Thursday.

At the hearing:

You will be notified of the date, time, and place of your hearing by mail in advance. You will also receive a copy of the Building Inspection Section's report to the BBPA on the matter. You should plan to attend the hearing to present your case to the Board.

At the hearing, the staff will present its report and then you or your representative will have an opportunity to present your position. The Board will also take testimony from anyone else who wishes to be heard and may ask questions of the staff, the appellant or others who testify.

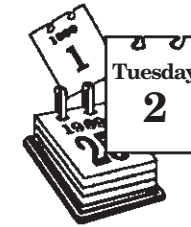
When testimony is complete, the Board will close the hearing and make its decision on the matter, or it may continue the item to a future meeting if more information is needed.

You will receive a written notice of the Board's decision, which is final. There is no provision for appealing the BBPA's decisions to the Board of Supervisors. If you are dissatisfied with the Board of Building Permit Appeals' decision, your recourse would be in the courts.

Rules of the Board:

Copies of the Board's procedural rules are available at the Building Inspection Office.

Time and Place of Regular Board Meetings:



The Board of Building Permit Appeals meets regularly on the first Tuesday of the month in the Board of Supervisors Chambers, Hall of Justice, 400 County Center, Redwood City, at 7:00 p.m. The meeting is

open to the public. Note: Because meetings are sometimes canceled due to lack of business, it is a good idea to check with the County Building Inspection Section before attending a meeting for which you have not received an official notice.

Other Departments that Can Assist.



Visit the County Development Review Center, a unit of the Planning and Building Division, to obtain information about building and construction codes, zoning and subdivision regulations, public works regulations, and geotechnical review requirements that apply to your property.

The Development Review Center is located on the second floor of the County Office Building, 455 County Center, Redwood City. The telephone number is 650/363-4161. The BBPA has no jurisdiction over Planning, Zoning, Geotechnical, or Public Works functions.

The County Environmental Health Section deals with septic tanks, drainfields, and water wells. The Environmental Health Division is located on the fourth floor of the County Office Building, 455 County Center, Redwood City. Telephone 650/363-4305. The BBPA has no jurisdiction over Environmental Health matters.

The Assessor's Office has important records about your property including construction history and valuation. It is located at 555 County Center, Redwood City. Telephone 650/363-4500.

The Tax Collector's Office issues business licenses. It is also located 555 County Center, Redwood City. Telephone 650/363-4142.

For Further Information



Call the Building Inspection Section at 650/599-7311.

San Mateo County Board of Building Permit Appeals

Building Inspection Section
455 County Center
Redwood City, CA 94063
Telephone: 650/599-7311
FAX 650/363-4849

PUBLIC SERVICE EXCELLENCE



Your Guide to the Building Permit Appeals Process

455 County Center, Second Floor

Redwood City, California 94063

(650) 363-4161

FAX (650) 363-4849

email:
INTERNET:plngbldg@co.sanmateo.ca.us

web site address:
<http://www.co.sanmateo.ca.us/planning>