



**BUILDING CODE BOARD OF APPEALS APPLICATION**

City of Owosso  
 301 W. Main Street, Owosso, MI 48867  
 Phone: (989) 725.0535  
 building@ci.owosso.mi.us

- Regular meetings of the Building Code Board of Appeals are held on the fourth Thursday of each month at 8:30 a.m. at City Hall, when there are appeals to consider
- File a complete application, together with the appropriate fee, NOT LESS than 27 days before the meeting date
- Complete applications are placed on the next available agenda of the Building Code Board of Appeals

<b>Property Details:</b>		
Address of the subject property:		
Legal Description of Property:		
Site Area (in acres):	Parcel ID #:	Zoning:
<b>Ownership:</b>		
Name:		
Address:		
Telephone No:	Email:	
<b>Applicant:</b>		
Applicant (If different from owner above):		
Address:		
Telephone No:	Email address:	
<b>Interest in Property (potential buyer/lease holder/potential lessee/other):</b>		
<b>Section(s) of the code related to the appeal:</b>		
<b>Reason(s) for appeal/variance:</b>		
<b>Have there been any previous appeals involving this property? YES NO</b>		

<b>APPLICATION FEE</b>	<b>\$200</b>
• <b>Escrow Fee (Consultant fees)</b>	<b>\$1,500</b>
❖ A cash deposit of \$1,500 shall be placed with the City of Owosso	
❖ The City will let the applicants know when additional funds are needed (typically when about 25% is remaining)	
❖ Should there be funds remaining in the account after completion of the project, the balance will be returned	
1. The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my (our) knowledge, information and belief. 2. The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Owosso and its employees, officers, and consultants from any responsibility or liability with respect thereto.	
I, _____ (Property Owner), hereby depose and say that all the above statements and statements contained in the information submitted are true and correct and give permission for the Board Members and City Staff to conduct a site visit to ascertain present conditions. Attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided.	
<b>Signature of Applicant</b>	<b>Date</b>
<b>Signature of Property Owner</b>	<b>Date</b>

**Failure of the applicant or his/her authorized representative to appear before the Board, as scheduled, shall be justifiable cause for denial or dismissal of the case with no refund of appeal fee(s). If the person appearing before the Board is not the applicant or property owner, signed permission must be presented to the Board.**

**The applicant will be notified of the time and date of the hearing by e-mail.**

<b>SUBMITTAL CHECKLIST FOR BUILDING CODE APPEALS</b>	<b>Required</b>	<b>Provided</b>
<b>1. Completed application</b>		
<b>2. Supporting documents describing the request, construction and/or work including but not limited to:</b> <ul style="list-style-type: none"> <li>○ Plot plans drawn to scale, showing the shape and dimension of lot(s)</li> <li>○ Location on the lot of fences, or other structures concerning the request</li> <li>○ Detailed plans showing construction materials and method of construction</li> <li>○ Photos, drawings, or renderings as necessary to accurately describe the request</li> </ul>		
<b>3. Any additional information including:</b> <ul style="list-style-type: none"> <li>○ Reports or accredited testing agencies, including accredited agencies recognized by the International Code Council (ICC) and</li> <li>○ Accepted engineering practices should accompany your appeal</li> </ul>		
<b>4. Statement that clearly explains the impact of the request on the area</b>		
<b>5. Written explanation of the reasons justifying the request.</b> <ul style="list-style-type: none"> <li>○ If appealing an ICC Construction Code, explain alternatives that would be equal to what the code requires</li> </ul>		