



## Community Development Department

### Building Division

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## Building Board of Appeals

### What does the Board of Appeals do?

The function of the Board of Appeals is to hear and decide appeals of orders, decisions or determinations made by the Larimer County Building Official relative to the application and interpretation of the International Building, Residential, Plumbing, Mechanical, Fuel Gas, Energy Conservation, Existing Building and Property Maintenance Codes, and the Contractor Licensing Program.

The Building Board of Appeals has no authority relative to interpretation of the administrative provisions of the Code nor is the Board empowered to waive requirements of the Code.

### Who makes up the Board of Appeals?

The Building Board of Appeals is a five-member board appointed to a three-year term, upon approval of the Larimer County Board of County Commissioners.

Members of the Board are people who are qualified by experience and training to hear matters pertaining to building construction, such as, but not limited to, structural engineers, architects, contractors and energy specialists.

A quorum for transaction of business consists of three members. Actions shall be by a majority vote of Board members when a quorum is present. The Building Official is a non-voting, ex-officio member of the Board and acts as the secretary to the Board.

### How do I apply for a hearing before the Board of Appeals?

To appeal a written decision of the building official to the Board of Appeals, a written appeal must be received by the Larimer County Building Department within thirty (30) days of the date of the decision being appealed. The appeal must be received at least two (2) weeks prior to the board's scheduled meeting date, or the appeal will be heard at the following month's meeting.



### When does the Board of Appeals meet?

The Board of Appeals meets when the Building Official receives an appeal request from a citizen, or to consider building code changes.

Meetings are held at 7:30 a.m. on the second Wednesday of each month in the Building Division offices in the Larimer County Courthouse Office Building, 200 W. Oak Street, Suite 3100, Fort Collins, Colorado.

### What does it cost to file an appeal?

The fee for filing an appeal is fifty-five dollars (\$55) payable to Larimer County Community Development. Payment can be made by cash, check or money order.

### What happens after the appeal meeting?

The Board renders all decisions and findings in writing to the appellant (applicant) with a duplicate copy to the Building Official.

### What are my options if I disagree with the Board of Appeal's decision?

There are no additional administrative options beyond the Board of Appeals. A lawyer will be able to advise you about other options.