



Statement of Appeal of Notice of Civil Offense

Date of Notice: _____ Property Address: _____

Ticket ID(s): _____ Notice issued to: _____

I appeal the Notice of Civil Offense issued to me on the following grounds. I am attaching evidence in support of my appeal.

(Add additional pages if needed)

I ask that the Department of Building and Housing rescind the Notice of Civil Offense or reduce the fine of \$200 for the offense. **(Select One Option)**

___ I request that the Department of Building and Housing decide my appeal based on this statement and the evidence I have submitted.

___ I request that the Department of Building and Housing set a virtual hearing on my appeal through an online conferencing platform. My email address for the link is: _____ . (You will be emailed a link for the hearing, specifying the date and time. Failure to appear will result in a decision based on this appeal statement and attachments and any evidence in the record at the time of the hearing).

___ I request that the Department of Building and Housing set an in-person hearing on my appeal. (In-person hearings are assigned based on availability and selecting this option could lead to delay in scheduling. You will be notified by mail of the date, time, and location of the hearing. Failure to appear will result in a decision based on this appeal statement and attachments and any evidence in the record at the time of the hearing).

Printed Name

Signature

Phone No.: _____

Email: _____