



**CITY OF HERMOSA BEACH**  
COMMUNITY DEVELOPMENT DEPARTMENT

**PURPOSE OF THE BUILDING BOARD OF APPEALS**

- A. General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this Code, there shall be and is hereby created a Board of Appeals consisting of five (5) members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the jurisdiction. The Building Official shall be an ex officio member of and shall act as secretary to said Board but shall have no vote upon any matter before the Board. The Board of Appeals shall be appointed by the City Council and shall hold office at its pleasure. The Board shall adopt rules procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official.
- B. Limitations of authority. The jurisdiction of the Board of Appeals shall be limited to claims that this Code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this Code do not fully apply or an equally good or better method of construction is proposed. The Board of Appeals shall have no authority to waive requirements of this Code.

**PROCEDURES FOR APPEALS TO THE BOARD OF APPEALS**

- 1. Appeals shall be made in writing, upon appropriate forms provided by the Community Development Department.
- 2. Appeals shall be accompanied by a filing fee as set forth in the Building Fee Schedule.
- 3. If the Board determines that evidence or further investigation is necessary to decide any appeal, the Board may refer the matter to the Department for further investigation and report.
- 4. The appellant shall cause to be made at appellant's own expense, any test required by the Board to substantiate a claim.
- 5. The Department shall prepare an agenda and post same 72 hours prior to the appeal hearing.
- 6. A copy of the Board's determination shall be mailed to the appellant.