



## **MONTGOMERY COUNTY BUILDING REGULATIONS**

451 West Third Street  
Dayton, Ohio 45422

(937) 225-4622  
[www.mcoho.org/build](http://www.mcoho.org/build)

### **INSTRUCTIONS FOR FILING AN APPEAL TO THE RESIDENTIAL BOARD OF APPEALS**

1. The fee for an appeal is \$100.00 and shall accompany the application for appeal. Checks to be made payable to the Montgomery County Treasurer.
2. A written appeal shall be filed with the Secretary of the Board and shall be signed by the party aggrieved by any order or decision of a building official/fire official. An appeal must be filed within thirty (30) days of receipt of an Adjudication Order or Notice of Violation.
3. Every appeal shall be filed with the Residential Board of Appeals on forms prepared and supplied by said Board and which can be obtained at the offices of the jurisdiction having authority (building/fire).
4. Applications shall include, where appropriate, proposed alternatives, modifications, or substitutions, complete plans of the structure, other pertinent information and payment of fees.
5. Applicant shall be notified of the date, time and place of the hearing, which will be no more than thirty (30) days after receipt of appeal.
6. It is recommended that the applicant or his/her representative be present at the hearing.
7. Applicant will be notified in writing of the decision of the Board.



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FEE  Check  
 Cash (For Internal Use Only)  
 Money Order

APPEAL NO. \_\_\_\_\_

Received By: \_\_\_\_\_

RESIDENTIAL BOARD OF APPEALS APPLICATION FOR ONE, TWO AND  
THREE FAMILY DWELLING CODE AND/OR UNIFIED FIRE CODE

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S PHONE NO: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

ADDRESS OF THE JOB: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S PHONE NO: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

STATUS OF JOB: (Percent of construction completed)  
\_\_\_\_\_

TO THE BOARD OF RESIDENTIAL APPEALS

Application is hereby made for relief from the following section(s) \_\_\_\_\_  
of the One, Two and Three Family Dwelling Code or the Unified Fire Code (CIRCLE ONE).

Attach a copy of Adjudication Order and/or Notice of Violation.

The application must be placed on file at Montgomery County Building Regulations, 451 W.  
Third Street, Dayton, Ohio 45422.

\_\_\_\_\_  
SIGNATURE

NOTE: This application cannot be processed without an Adjudication Order or Notice of  
Violation attached to this form.