



Construction Services & Inspections Division

Planning & Economic Development Department

218-730-5240 | permittingservices@duluthmn.gov

Room 100 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

Building Appeal Application Form

Contact Information

Property Location: _____

Appellant Name: _____

Appellant Mailing Address: _____

Appellant Phone Number: _____ Appellant Email: _____

Type of Appeal

- ☐ **Housing Code Order** (Duluth City Code Chapter 29A)
- ☐ **Fire Code Order** (Duluth City Code Chapter 21)
- ☐ **Request Stay of Demolition Order** (Duluth City Code Chapter 10, Article III)
- ☐ **Other Building Official Order** (Duluth City Code Chapter 10, Articles II or III)

NOTE: Appeals to building official decisions administering the MN State Building Code are to the [State Appeals Board](http://www.dli.mn.gov/about-department/boards-and-councils/state-appeals-board) (<http://www.dli.mn.gov/about-department/boards-and-councils/state-appeals-board>)

Appeal Details

Description of item you are appealing (I.e. specific code sections, interpretation, or order):

Statement of the matter in controversy:

(Continued on next page)

Relief Requested:

Additional Information:

Appellant Signature: _____ Date: _____

Submittal Information

Appeals must be submitted within 15 days of notification of the decision. Incomplete applications will not be placed on the Building Appeal Board agenda.

For appeals requesting the stay of a demolition order, the following information is required to be submitted with the application for appeal:

1. Documentation that the owner has dedicated sufficient funds to pay for the repair of the building
2. A valid contract to have the repair completed within 18 months

Submit this form, application fee of \$150, and the items indicated above to:
Construction Services & Inspections
411 West 1st St. Room 100
Duluth, MN 55802

All documentary information to be provided to the Board for its consideration must be filed with the office of the City's Building Official not less than seven (7) days prior to the hearing, discussion or action on the appeal. No appeal will be placed on the Board's agenda if filed after the last Monday of the month, and an appeal filed after that date will be deferred for hearing to the Board's next meeting provided all other reasonably necessary documentation has been filed with the office of the City's Building Official.