



BOARD OF RULES AND APPEALS

Instructions/Form for Requesting an Emergency Appeal

Department of Regulatory and Economic Resources

11805 SW 26th Street, Room 230

Miami, Fla. 33175

Tel. (786) 315- 2573 Fax (786) 315-2570

The Miami-Dade County Board of Rules and Appeals has established that certain criteria must be met for a matter to be given consideration as an emergency appeal. Among the established criteria that will be considered are the following:

1. There is a significant need for the matter to be resolved before the next following regularly scheduled meeting. Include substantiation in the emergency appeal package submitted.
2. The appellant has demonstrated pursuit of resolution of the matter with the officials and jurisdiction involved. Include substantiation in the emergency appeal package.
3. The appellant has certified that all parties have been adequately notified prior to such emergency appeal being brought before the Board. Include substantiation in the emergency appeal package, along with the certification of notification shown below:

Certification of Notification of Interested Parties:

I, _____ duly authorized representative of _____ hereby certify that all parties known to me that may be directly impacted by the finding or result of this emergency appeal before the Miami-Dade County Board of Rules and Appeals have been adequately notified that the appeal is to be brought before the Board at its meeting to be held _____, 20____, and I further certify that the information provided here is correct to the best of my knowledge and belief.

Signature of Appellant

If the above conditions are met, please continue to complete the emergency appeal package and submit your request to **Secretary of the Board of Rules and Appeals**. A completed emergency appeal package containing all of the requested information, must be submitted to the Secretary of the Board of Rules and Appeals no later than **seven calender days** prior to the next scheduled **Board of Rules and Appeals** meeting. An incomplete package will not be accepted for processing.

The acceptance of an Emergency Appeal item for placement on the agenda will be at the discretion of the Secretary of the Board based on the urgency of the submission. On the date of the meeting, the Board will ultimately decide if the issue is to be heard.

Appeal of a Building Official's Decision:

Chapter 8 Section 8-4 (d) 1 Application for appeal shall be in writing and addressed to the Secretary of the Board. The Board shall have the power to affirm, modify or reverse the decision of the Building Official wherein such decision is on matters regulated by the Building Code.

Location of Project: _____

Firm or individual requesting emergency appeal: _____

Project Information:

Municipality: _____

Address: _____

Permit Number: _____

Permit Application Date: _____

Type of Construction: _____

Group of Occupancy: _____

Section(s) of the Building Code that form(s) the basis of your appeal. _____

Include written documentation from the Building Official. Such documentation shall include the Building Official's explanation concerning the decision which is the basis for your appeal.

If your appeal involves plans, drawings or specifications, you must include two copies each.

Include any other supporting documentation.

If your appeal package is more than 5 pages, you must submit an original plus 30 copies.

If you wish to include photographic evidence, you must include 30 copies of each photograph.