CITY OF MOBILE
INITIAL COMPLAINT
CONSTRUCTION BOARD OF APPEALS
INFORMATION

P.O. BOX 1827 MOBILE, ALABAMA 36633 PH: (251) 208-7198

The Construction Board of Appeals is a seven-member board of independent construction professionals, qualified by experience and training.

The Construction Board of Appeals will hear appeals per the following:

- asserting the intent of code or regulation has been incorrectly interpreted
- provisions of the code do not fully apply
- requirements of the code are adequately satisfied by other means

The Construction Board of Appeals has no authority to:

- waive requirements of the Code
- hear appeals pertaining to the City of Mobile Storm Water Drainage Ordinance

Any applicant for a building permit or person acting on behalf of an applicant may file an appeal from a decision of a code official within twenty (20) calendar days after the date of a written final decision of the code official:

- File a completed Initial Complaint Form with the Building Official for the City of Mobile; send a copy to the office from whose decision or ruling the appeal is taken.

- Include an application fee: non-refundable appeal fee of $100.00 for residential properties and $200.00 for commercial properties

- Include ten (10) copies of all required information, such as description of the appeal, details, plans, specifications, any data, code sections or evidence to support his/her position.

The City of Mobile will send notice of the date, time and location of the hearing to the appellant, the appellant's representative and the building official by direct and electronic mail and the City website.

The Board will meet and conduct an informal hearing, at which the rules of evidence do not apply. The hearing is open to the public, and the appellant and Code Official(s) will present relevant evidence. The Board will issue decision within 45 days from the date the appeal is filed.

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Project Name	
Permit Number	
Project Address	
Owner	
Address	
Phone	Email
Applicant (or Representative)	
Address	
Phone	Email

**If the applicant or person acting on behalf of the applicant is not the property owner, then the application must be accompanied by a letter from the owner(s) granting permission for the application and appeal.

Submission of Plans: Each appeal shall be accompanied by a description of the appeal, details, plans, specifications, any data, code sections or evidence to support the applicant's position. Ten (10) copies of the required information must be submitted along with the application fee.

Application Fee: A non-refundable appeal fee of $100.00 for residential properties and $200.00 for commercial properties, made payable to the City of Mobile, shall be required with each request for an appeal to be heard by the Board.

Code (Check applicable code)

_____ Building	_____ Mechanical	_____ Electrical	_____ Plumbing
_____ Fire	_____ Property Maintenance	_____ Other	
Section(s) of Code relating to the appeal:			

I here by state that the information provided on this form is true and accurate to the best of my knowledge. I also understand that I may be required to give evidence and the proceedings of the appeal will be recorded in the official records of the City of Mobile.

Applicant Signature_____ Date _____

OFFICIAL USE ONLY

Date Received Fee Paid ☐ Cash ☐ Check ☐ Credit Card