



APPLICATION BUILDING CODE BOARD OF APPEALS

PURPOSE

The San Pablo Building Code Board of Appeals has been established pursuant to Ordinance 2022-001 which amended San Pablo Municipal Code Section 15.04.020. The Building Code Board of Appeals was established in order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the California Building Codes. The Building Code Board of Appeals is appointed by the City Council and shall hold office at the pleasure of the City Council, but in no event shall serve longer than **four years** without reappointment by the City Council. The Board of Appeals shall conduct business in accordance with the requirements of the San Pablo Municipal Code section 15.04.020. This is a non-compensated position.

CONTACT INFORMATION

NAME: _____

ADDRESS: _____ CITY/ZIP: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS _____

EXPERIENCE:

OCCUPATION: _____

INDUSTRY: _____

CONTRACTOR, ENGINEER OR ARCHITECT LICENSE? YES ____ NO ____

IF YES, TYPE OF LICENSE/SPECIALTY _____

(IF NO, PLEASE ATTACH A RESUME REPRESENTING THE MINIMUM QUALIFICATIONS)

YEARS OF EXPERIENCE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PLEASE EMAIL THE COMPLETED APPLICATION TO: Cityclerk@sanpabloca.gov

THANK YOU FOR YOUR INTEREST. IF YOU HAVE ANY QUESTIONS PLEASE CALL: (510) 215-3039



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Selection of Members:

Number and Term. The Board of Appeals shall consist of **five members** and **two alternates** appointed by the City Council for four-year terms. The alternates shall be called by the Board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for Board membership. The Building Official shall be an ex officio member of the Board of Appeals but shall have no vote on any matter before the Board.

Qualifications. The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to the City of San Pablo Building and Construction Code and are not employees of the City. Appointees shall be qualified in and specifically knowledgeable in the City of San Pablo Building and Construction Code and applicable local ordinances. The board of appeals shall consist of **five** individuals, one from each of the following professions or disciplines:

1. Registered design professional with **architectural experience** or a **builder** or superintendent of building construction with no fewer than 10 years of experience, 5 of which shall have been in responsible charge of work.
2. Registered design professional with **structural engineering** experience.
3. Registered design professional with **mechanical and plumbing** engineering experience or a mechanical contractor with no fewer than 10 years of experience, 5 of which shall have been in responsible charge of work.
4. Registered design professional with **electrical engineering** experience or an electrical contractor with no fewer than 10 years of experience, 5 of which shall have been in responsible charge of work.

5. Registered design professional with **fire protection** engineering experience or a fire protection contractor with no fewer than 10 years of experience, 5 of which shall have been in responsible charge of work.

Chair and Vice Chair. At the first meeting of each calendar year, the Board will select members to serve as Chair and Vice Chair of the Board of Appeals.

Secretary. The City Manager shall designate a qualified clerk to serve as Secretary to the Board of Appeals. The Secretary shall file a detailed record of all proceedings in the City Clerk's office. The Secretary will be responsible for preparing, posting and distributing agendas and taking minutes at each meeting. Approved minutes shall be made available to the public.

Vacancies:

In the event of removal, resignation, or death, the City Council shall appoint a person to fill the vacant seat.

Compensation. Members of the Board of Appeals shall serve without compensation.

Form 700. The Board Members will be required to file a Form 700, Statement of Economic Interests, with the Deputy City Clerk: <https://www.fppc.ca.gov/Form700.html>

Meetings:

The Board shall meet **as needed to hear appeals.** Board meetings are subject to the requirements of the Ralph M. Brown Act (Government Code Section 54950 et seq., as may be amended from time to time). Meetings must be noticed and open to the public. Additional meetings may be scheduled by the Board as necessary. Board members are expected to attend all regular meetings. Board members shall attend a training and orientation session upon commencing their duties.

Quorum. A quorum shall consist of three members and/or alternates.

Hearing Procedure. The hearing shall be informal and shall not require compliance with the rules of evidence. At the hearing, the Board of Appeals shall hear and consider all relevant evidence.

Postponements. Continuances of the hearing may be granted by the City Manager on request of the appellant or the appellant's representative for good cause shown, or on the City Manager's own motion.

Board decision. The Board of Appeals shall decide the appeal by a majority vote of the members present.

Appeals. Board decisions may be appealed in accordance with the procedures contained in SPMC 15.04.020.N.

Disqualification: A member shall not hear an appeal in which that member has a personal, professional, or financial interest, or a conflict of interest under the Fair Political Practices Act. A disqualified Board of Appeals member shall declare his or her disqualification to the Building Official, who shall arrange for an alternate member to serve in place of the disqualified member and shall make the disqualification part of the hearing record.