



CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA ▪ SUITE 2340 ▪ OAKLAND, CALIFORNIA 94612-2031

Planning and Building Department  
Bureau of Building  
pbdcashier@oaklandca.gov

(510) 238-4774  
711 CA Relay Services

## BILLING APPEAL FORM

### Instructions

If you have been charged fees related to Code Enforcement or Zoning violations, you have the right to appeal those charges. Please read the description of the appeal below and complete this form and mail it (along with supporting documentation to the Bureau of Building, at 250 Frank Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612. Appeal forms must be received within 30 days of the date of mailing the notification that a fee has been charged. For questions call: 510-238-4774

Submittal Date:

Property Address:

Complaint No.

APN

Owner Name  
(Appellant)

Mailing Address:

Contact Number:

Email Address:

Name of Representative/Attorney (if any):

Representative's Mailing Address:  
Email/Phone number

AGENT MUST PROVIDE NOTARIZED AUTHORIZATION

### Appeal

It is the responsibility of the property owner to maintain their property in accordance with the Oakland Municipal Code (OMC 8.24, 15.08 and Title 17). Once an inspection and verification of violations has occurred, fees may be assessed, a lien recorded and if no payment is received all fees may be transferred to the property tax.

Below is a description of the Billing Appeal. Please submit a written explanation of why you are appealing.

### Billing Appeal

You may submit this form to appeal assessed fees, and citations. A filing fee in the amount of \$302.64 is required at the time of submittal. If your appeal is denied you may file in Superior Court (California Code of Civil Procedure 1094.6 and OMC Section 1.20.010) but the time limitation to do so is very short.

## Owner Responsibilities:

1. You may file a billing appeal within **thirty (30) days from the date of the City's** mailing a notification that a fee has been charged.
2. You must be prepared to explain why you believe the fees should not be assessed.
3. If you are filing an appeal after the **thirty-day deadline** you must explain why your appeal is past the deadline and should still be considered. Failure to adequately explain your failure to timely file you appeal may result in your appeal being summarily dismissed.

You may use this form to write your explanation or attach additional pages as necessary.

\_\_\_\_\_  
Owner Name/Representative (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Name /Representative (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Office Use Only

Receive Date: \_\_\_\_\_ Administrative Reviewer: \_\_\_\_\_

Administrative Determination:  Approved Refund required:  Yes  No If yes, \$\_\_\_\_\_

Administrative Determination:  Denied Reason for Denial: \_\_\_\_\_

Owner notice mailed: \_\_\_\_\_ Date Contacted by Phone \_\_\_\_\_ Inspector \_\_\_\_\_