



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

HOW TO SOLVE A DISPUTE OR FILE AN APPEAL

The procedures for filing an appeal are quite simple and informal, and are as follows:

1. A code dispute should first be discussed with the inspector or person making the initial ruling. If it cannot be settled with that person, it should be appealed to his superiors in the department, until it has been appealed as far as possible. Usually this will be at the building official or fire chief level.
2. Any person aggrieved by the ruling of a building director or fire marshal of any municipality or the county may file an appeal to the Countywide Board of Adjustment and Appeals.
3. If there exists a local board of appeals within the city or the county that has jurisdiction over the code dispute, appeal must first be made to that body. Frequently no board exists, but there may be an appeal process through an administrator (e.g., city manager) or through city council or commission. In that case, appeal must first be made through that channel.
4. If there is no local board or appeal process, or if satisfactory resolution is not made by such board, the aggrieved party may file an appeal. The non-refundable filing fee is \$100.00, check payable to the PCCLB.
5. The appeal will normally be scheduled in about ten (10) working days, although every effort is made to accommodate the parties and the board members' schedules.
6. All parties are notified by mail of the time and place of the hearing, which is usually held at the offices of the Countywide Board of Adjustment and Appeals, 12600 Belcher Road, Suite 102, Largo, FL. At the hearing, which is fairly informal, both sides present their arguments. The appeal boards are interested in matters of substance rather than form, and while use of legal counsel is of course permissible, it is the exception rather than the rule.
7. After the hearing, a decision is issued, usually within a few days. The parties in attendance at the hearing will normally be informed of the decision at the hearing itself, and will also receive the written decision when published.
8. The codes shall be interpreted liberally to provide safe, economic, and sound buildings and structures. Code interpretations shall be final administrative actions, shall be based on substantial, competent evidence, and shall be subject to review in circuit court.