

**CITY OF SEATAC**  
**PROCESS AND PROCEDURE FOR**  
**CODE ENFORCEMENT OR BUILDING CODE**  
**NOTICE AND ORDER**  
**APPEAL HEARINGS**

1. To appeal a Notice and Order made by the City of SeaTac Code Enforcement or Building Department, the attached appeal form must be used.
2. The appeal form must be filled out completely. A complete copy of the Notice and Order being appealed must be attached to the appeal form or the appeal will not be accepted.
3. The appeal must be filed with the City Clerk within fourteen (14) days of the date of the Notice and Order. Additionally, there is a fee required for filing the appeal, which must be paid at the time of filing. The fee is set in the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services.
4. Any additional reports, arguments, or briefs must be filed with the City Clerk within twenty-one (21) calendar days of filing the appeal.
5. Upon receipt of the appeal, the City will schedule a hearing before the Hearing Examiner. The hearing may take place 45 to 90 days after the end of the appeal period. Written notice of the date and time of the hearing shall be provided to the appellant at least thirty (30) days before the scheduled hearing date.
6. At least fourteen (14) days before the appeal hearing, the City will file a staff report outlining the case history and presenting arguments to support the Notice and Order.
7. At the hearing, staff will present their findings and recommendations outlined in a staff report and the appellant will present reasons for appealing the Notice and Order.
8. The Hearing Examiner will review the staff report and testimony before rendering a decision. The Hearing Examiner's decision will be issued within ten (10) days of the date of the hearing.
9. The Hearing Examiner's decision may be appealed to the King County Superior Court.



APPEAL OF CODE ENFORCEMENT OR BUILDING CODE
NOTICE AND ORDER

The undersigned, as owner, occupant, or aggrieved party, hereby files this appeal of the code enforcement or building code Notice and Order issued by the City of SeaTac on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in File No. \_\_\_\_\_; pertaining to property located at \_\_\_\_\_ within the City of SeaTac. A copy of the Notice and Order is attached.

I request a hearing before the City of SeaTac Hearing Examiner on this appeal of the said code enforcement or building code action.

I am the [ ] owner [ ] occupant [ ] aggrieved party (check one). I am an aggrieved party because (explain how the Notice and Order affects you and will cause you injury-in-fact): \_\_\_\_\_

The following is/are the specific reasons I believe the Notice and Order is wrong and why it should be reversed or modified: (Attach any necessary information or reports).

The above information and facts or issues are complete to the best of my knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_

CITY CLERK'S OFFICE USE ONLY

Date and time appeal filed: \_\_\_\_\_

Attachments: \_\_\_\_\_

Filing Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Received by: \_\_\_\_\_