



Planning & Development Department
Building & Safety Division

(Address of Building)

Request for Reconsideration of Inclusion on the Inventory of Potentially Hazardous Buildings

I hereby request that the Building Official reconsider the Notice and Order, dated _____, that placed the Building at the above address on the City's Inventory of Potentially Hazardous Buildings.

My interest in the Building is that of:

___% Owner Other (*Explain.*) _____

As explained below and in the attached documentation, I request Reconsideration because of one or more of the following:

- 1. The Building's ground floor is not soft, weak, or open as defined by the applicable standard; or
- 2. The Building has been substantially reconstructed in accordance with the 1997 or later Uniform Building Code; or
- 3. The Building has been retrofitted in compliance with Article 11 of the current Berkeley Building Code or with the International Existing Building Code.

Explanation [*Use additional sheets if necessary.*]: _____

Signature: _____

Print name & phone number: _____

Date: _____, 2006

[See reverse for information on how to use this form.]

Request for Reconsideration of Inclusion on the Inventory of Potentially Hazardous Buildings

Time limit to apply

The Notice and Order shall be final and conclusive if you do not file the Request for Reconsideration within 6 months of the date of the Notice and Order.

Who may apply

Any person having a beneficial interest in the property may request Reconsideration whether or not served a copy of the Notice and Order. Such persons include:

- The owner of the Building;
- The holder of any mortgage or deed of trust or other lien or encumbrance of record;
- The owner or holder of any lease of record;
- The holder of any other estate or legal interest of record in, or to, the building or the land on which it is located.

How to apply

Fill out the form on the reverse side completely:

- Provide the address of the Building at the top of the form.
- Provide the date of the City's Notice & Order.
- Provide your legal interest in the Building that entitles you to appeal.
- Check all boxes that are the basis of your request. If you check box 1, a Basic Structural Checklist (Table A4-A-Building System of the 2003 IEBC Chapter A4) completed by a qualified engineer will be required in most cases.
- Provide a written statement explaining your claim.
- Sign, print name and telephone number, and date the form on the lines provided.
- Attach all documentation supporting your claim, such as building permits, plans, and engineer's statements.
- Return form to: City of Berkeley Building & Safety Division, 2120 Milvia Street, Berkeley, CA 94704

Appeal to Housing Advisory Commission and finality of notice

If you disagree with the Building Official's decision on Reconsideration when it is issued, you may appeal within 30 days to the City's Housing Advisory Commission. The Notice and Order shall be final and conclusive if a Building is retained on the Inventory after any request for reconsideration and any appeal are concluded.

For further information

Please contact Danita Hardaway, Associate Management Analyst:

- By telephone at (510) 981-7407
- By e-mail at dhardaway@ci.berkeley.ca.us
- In writing at City of Berkeley Building & Safety Division, 2120 Milvia Street, Berkeley, CA 94704