



REQUEST FOR APPEAL HEARING

General Instructions: In accordance with Chapter 119 of the ORC, you have 30 days from the mailing date of an adjudication order or date of receipt of a citation to request an appeal hearing.

To request an appeal hearing choose one of the following methods:

1. Complete the form below with all information required and email to susan.steer@com.state.oh.us. Include a copy of the adjudication/citation order.
2. Apply for an appeal directly through the Department of Commerce – Web Portal at: <https://icportal.com.ohio.gov/web/ohio/login>. A copy of the adjudication/citation order must be attached.

Note: Once one of the above is received and reviewed you will receive an invoice in the amount of \$200.00 to cover the filing fee. Payment in the form of credit card or electronic check can be made directly through the web portal.

3. Complete the form below and mail to the address listed below, include a copy of the adjudication/citation order and any supporting documents. Also, include a check made payable to the “Treasurer, State of Ohio” to cover the \$200.00 processing fee.

APPLICANT			
Name:	_____		
Address:	_____		
City:	State:	Zip Code:	
Telephone:	E-mail:	_____	

OWNER			
Name:	_____		
Address:	_____		
City:	State:	Zip Code:	
Telephone:	E-mail:	_____	

TYPE OF HEARING	
<input type="checkbox"/> In- person	<input type="checkbox"/> Remote - Microsoft Teams Live Event

METHOD OF PAYMENT	
<input type="checkbox"/> Check	<input type="checkbox"/> Electronic Check or Credit Card

ADJUDICATION/CITATION ORDER INFORMATION	
Adjudication/Citation Order No.	_____
Building/Fire Department Issuing Order:	_____
Fire Department with Jurisdiction:	_____
County of Project:	_____

CODE ITEM(S) APPEALED (List Item #'s appealed within order)

