



City of Santa Barbara  
Building & Safety Division  
**Due Process Rights**

Community Development  
630 Garden Street  
805-564-5485

Dear Property Owner(s) or Occupant(s),

The Building and Safety Division has received a complaint alleging violations of one or more of the following laws and regulations on this property:

- California Building Standards Code (building codes)
- California State Housing Law
- Santa Barbara Municipal Code and Ordinances

The Building and Safety Division investigates construction and housing complaints and an inspection of your property or premises may be required to verify if the alleged violations exist. The inspector will focus on the alleged violations referenced in the complaint and will also document only additional life-safety violations observed during the inspection.

If the inspector identifies violations that are minor in nature and/or easily abated you may be advised to abate the violations without issuance of official notices of the building official as long as the violations are abated in a timely fashion as specified by the building inspector. Examples of violations that may be abated in this fashion include moving a shed out of the required setbacks or obtaining a permit to replace a fence, roof, water heater, etc.

**Due Process Rights:**

If at any time during the enforcement process you believe the violations specified by the inspector or the methods prescribed to abate a violation are inappropriate or not in conformance with the laws, regulations or ordinances enforced by the Building and Safety Division, you may file an appeal as specified below:

*Any party aggrieved by any decision of the City's Chief Building Official including but not limited to decisions or determinations made relative to the application and interpretations of the technical codes, and the refusal, suspension, voiding, or revocation of a license or permit, may appeal such decision to the Building and Fire Code Board of Appeals by obtaining an appeal form on the internet at <http://www.santabarbaraca.gov/services/planning/forms/building.asp> or from the City Building & Safety office. You are required to submit the appeal form within ten (10) days from the date of any written or verbal instructions in order for your appeal to be heard by the Building and Fire Code Board of Appeals. The completed appeal form must be delivered, by hand or postage mail, to the City's Building & Safety office located at 630 Garden St., Santa Barbara, CA 93101. The completed appeal form may also be emailed to [CDBuildingCode@SantaBarbaraCa.gov](mailto:CDBuildingCode@SantaBarbaraCa.gov)*

For information regarding the appeals process, please refer to Santa Barbara Municipal Code Section 22.04.020 or contact the Community Development Department at (805) 564-5502. For information on Building and Fire Code Board of Appeals the please visit the following website <http://www.santabarbaraca.gov/gov/brdcomm/ac/bfcba/default.asp>