



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)

