



Community Development Department  
Building Division  
200 W. Oak Street – Suite 3100  
P.O. Box 1190  
Fort Collins, CO 80521  
[www.larimer.org/building](http://www.larimer.org/building)

## Board of Appeals

### What does the Board of Appeals do?

The function of the Board of Appeals is to hear and decide appeals of orders, decisions or determinations made by the Larimer County Building Official relative to the application and interpretation of the International Building, Residential, Plumbing, Mechanical, Fuel Gas, Energy Conservation, Existing Building, Property Maintenance, Swimming Pool and Spa, and National Electrical Codes, and the Larimer County Contractor Licensing Program.

The Board of Appeals has no authority over the administrative provisions of the codes, nor can they waive building code requirements. They determine whether the Building Official has correctly interpreted the intent of the code and rules adopted under the code, code provisions do not fully apply, or a proposed alternative form of construction is equally good or better.

### Who makes up the Board of Appeals?

The Board of Appeals' five members are appointed to three-year terms by the Board of Larimer County Commissioners.

Members of the Board are people qualified by experience and training to hear matters pertaining to building construction, such as, but not limited to, structural engineers, architects, contractors, electricians, and energy specialists.

A quorum for transaction of business consists of three members. Actions shall be by a majority vote of Board members when a quorum is present. The Building Official is a non-voting, ex-officio member of the Board and acts as the secretary to the Board.

### How do I apply for a hearing before the Board of Appeals?

To appeal a written decision of the building official to the Board of Appeals, a written appeal must be received by the Larimer County Building Division within thirty (30) days of the date of the decision being appealed. The appeal must be received at least two (2) weeks prior to the board's scheduled meeting date, or the appeal will be heard at the following month's meeting.



### When does the Board of Appeals meet?

The Board of Appeals meets when the Building Official receives an appeal request from a citizen, or to consider building code changes.

Regular meetings are held at 8:00 a.m. on the second Wednesday of each month in a conference room at the Larimer County Administration Services Building, 200 W. Oak Street, Fort Collins, Colorado. Special meetings may be called as need. Applicants and board members may attend virtually if needed. Meeting notices and agendas are published online at <https://www.larimer.org/boards/board-appeals>

### What does it cost to file an appeal?

The fee for filing an appeal is fifty-five dollars (\$55) payable to Larimer County Community Development. Payment can be made by cash, check or money order.

### What happens after the appeal meeting?

The Board renders all decisions and findings in writing to the appellant (applicant) within fourteen days, with a duplicate copy to the Building Official. The Building Official acts in accordance with the Board's decision.

### What are my options if I disagree with the Board of Appeal's decision?

There are no additional administrative options beyond the Board of Appeals. A lawyer will be