



CITY OF EVERETT

Permit Services – Code Enforcement

APPEAL APPLICATION CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Online submittal via the [Code Enforcement Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

Code Enforcement appeal procedures and requirements are outlined in EMC 1.20.260. Please also refer to the City’s Guide to Appeals (see documents panel) for an overview of the hearing process.

For virtual hearing protocols and procedures, please refer to the following documents:

Violations Calendar Virtual Appeal Hearings Protocol
Remote Public Meeting Guidelines and Procedures

1) <input type="checkbox"/> Fee	An appeal fee of \$500 is due upon submittal. Fees are non-refundable and payable by cash, check or credit card (a 2.3% merchant fee is applied to all credit card payments).
2) <input type="checkbox"/> Appeal Form	The Appeal Form must be filled out completely and signed by all appellants.
3) <input type="checkbox"/> Letter of Appeal	A typed statement addressing the basis for the appeal is required. The statement should explain why the appellant is aggrieved and state clearly and concisely the specific issues for the appeal.