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Department of Financial Services
Tax & License Division

Procedure for filing an Administrative Appeal with the Administrative Hearing Examiner for License Denial or Revocation

1. You have received an Administrative Departmental decision in accordance with Bremerton Municipal Code (BMC) 5.02.170 which allows for denial or revocation of a City of Bremerton Business license.
2. In accordance with BMC 5.02.180, any applicant or licensee may, within fourteen (14) calendar days from the date that the denial or revocation notice was mailed, appeal from such denial or revocation by filing a written notice of appeal setting forth the grounds therefore with the Administrative Hearing Examiner. Forms are available by calling our office or on our website at www.ci.bremerton.wa.us.
3. You need to submit a copy of the written Administrative Departmental decision you are contesting with the appeal form and fee. The appeal form must be complete and accompanied by the \$175.00 filing fee. If the Hearing Examiner finds that you have substantially prevailed, the filing fee will be refunded to you along with any relief the Hearing Examiner may grant to you.
4. Upon receipt of the required appeal documents and fees, the Code Enforcement Officer shall, as soon as practical, fix a time and place for the hearing of your appeal with the Hearing Examiner and shall notify you of such in writing.
5. If you have any questions regarding the appeal process, please contact Janet Lunceford, Code Enforcement Officer, at (360) 473-5213.

BMC 5.02

APPEAL OF ADMINISTRATIVE DECISION – DENIAL OR REVOCATION



To: Administrative Hearing Examiner
C/O Code Enforcement Officer, City of Bremerton

Date: _____

Appellant Name: _____

Business Name: _____

License Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

NATURE OF APPEAL – Briefly describe the administrative decision being appealed, the reason that you disagree and the relief requested.

WRITTEN DECISION – Attach a copy of the written decision being appealed. The decision must include Department Director or designee concurrence that no further action will be taken at the Department level.

Have you paid the amount due on the Departmental decision? YES _____ NO _____

In order to have the appeal processed, payment must be made in advance.

FILING DEADLINE – Appeals of Bremerton Municipal Code Chapter 5.02 nature must be made within fourteen (14) calendar days from the date the written decision was mailed to the taxpayer. **A filing fee of \$175.00 must accompany this written notice of appeal. The appeal will not be processed until all such fees are received and paid.**

APPEAL must be filed with the Code Enforcement Officer or their designee.

Date Submitted

Signature of Appellant

Received and verified for completion by:

Code Enforcement Officer or designee

Date

Time

Receipt #

Amount

Cc: Respondent City Department
Administrative Hearing Examiner