Administrative Appeal Application

In order for an appeal to be timely, you must submit a complete application within 15 calendar days of the decision you want to appeal. We return incomplete applications. See guidance on the back of this form.

A complete application contains:

- A signed, completed copy of this form.
- A copy of the Health Department order, decision, notice of violation, administrative civil penalty, requirement, permit, decision or determination you want to appeal.
- The fee for a Health Officer/administrative hearing appeal.

**Appeal Category:**

- Onsite Septic
- Individual Well
- Solid Waste
- Food Establishment
- Water Recreation Facility
- Methamphetamine Contamination
- Underground Storage Tank/Contaminated Sites
- Public Water–System Name (if applicable)
- Other

Health Department actions affect my:

- Property
- Activity
- Certification

**Decision/Notice/Order Date**   **Case Number**

**Site Address**

**Related Health Department staff**   **Other**

Provide a short statement describing the issue or action you are appealing (attach additional sheets if needed.)

____________________________________________________________________
____________________________________________________________________

**Applicant Name**

I am the:

- Owner
- Septic Designer
- Well Driller
- Water System Operator
- Consultant
- Attorney
- Other

**Mailing Address**

City ___________________________ State _______________ Zip _______________

Phone Number __________________ Email __________________

**Attorney Name** (if applicable)

**Mailing Address**

City ___________________________ State _______________ Zip _______________

Phone Number __________________ Email __________________

**Property Owner** (☐ Same as Applicant)

**Mailing Address**

City ___________________________ State _______________ Zip _______________

Phone Number __________________ Email __________________

☐ I have submitted all required information and fees, including a copy of the order, decision, permit, notice that I am appealing. I understand the Health Officer will not grant an appeal based on visual or economic factors. I also understand the Health Officer will not grant an appeal that will, more likely than not, adversely impact public health or the environment.

Applicant Signature __________________ Date _______________

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Tacoma-Pierce County Health Department
3629 S. D St., Tacoma WA 98418-6813
tpchd.org
(253) 649-1500
Administrative Appeal Guidance

This document gives general guidance. Please see Environmental Health Code Chapter 1, Section 12 for complete details.

- Any aggrieved person, as defined in Environmental Health Code Chapter 1, Section 6, may appeal a Health Department order, notice of violation, administrative civil penalty, requirement, permit, decision or determination. We conduct appeals under Environmental Health Code Chapter 1, Section 12.

- In order for your appeal to be timely, you must submit an application and fee within 15 calendar days of our decision or action. The Appeal application must include the specific order, notice of violation, decision or other issue being appealed. You may submit technical reports or exhibits with the Appeal application.

- Except in the case of an emergency order, we will temporarily suspend our action or decision when we receive your completed Appeal application. We will wait until the Health Officer hears the Appeal and makes a decision.

- When we receive your completed Appeal application, we will schedule an administrative hearing within 30 calendar days, unless all involved people agree to a different date.

- If the Appeal involves other people (e.g. another property owner or a permit holder), we will notify them and allow them to participate in the administrative hearing.

- The Health Officer may require you and other involved people to attend a pre-hearing conference. At the conference, we will clarify the process and the viewpoint of all the people involved. We will also encourage you and other involved people to find a resolution and sign a written agreement during or before the administrative hearing.

- During the Appeal the Health Department must justify our interpretation and application of the Code. We will explain how our actions or decisions are consistent with the requirements in the Environmental Health Code and state law.

- The Health Officer will issue a written decision within 10 business days of the administrative hearing.

- The Health Officer’s decision is final unless appealed to the Hearing Examiner. An Appeal to the Hearing Examiner is a separate process. You must submit another application and fee within 10 calendar days of the date of the Health Officer’s decision. See Environmental Health Code Chapter 1, Section 13 for more information.

Contact us at (253) 649-1500 or visit tpchd.org/fees for current appeal fees and other information. Submit completed appeals in person or by mail to:

Attention: Health Officer
Tacoma-Pierce County Health Department
3629 S. D St.
Tacoma, WA 98418-6813