



# HOUSING CODE ENFORCEMENT REQUEST FOR BILLING ADJUSTMENT

Planning & Development Department  
Building & Safety Division  
Housing Code Enforcement

Berkeley property owners who wish to dispute a Housing Code Enforcement fee should complete this form and submit it to the address listed below. Please attach a copy of your billing statement.

Requested by:

\_\_\_\_\_  
Name of applicant (print)

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Property address

\_\_\_\_\_  
Case number

\_\_\_\_\_  
Adjustment amount

I hereby request an adjustment of fees for an inspection made as follows:

Date(s) of Inspection: \_\_\_\_\_

Reason for Adjustment: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone number

<b>For office use only</b>	MR # <input type="checkbox"/> _____ Alternate # <input type="checkbox"/> _____	
	Recommended:	
Inspector <input type="checkbox"/> _____	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No \$ _____	Date: <input type="checkbox"/> _____
Comments: <input type="checkbox"/> _____		
Supervisor <input type="checkbox"/> _____	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No \$ _____	Date: <input type="checkbox"/> _____
Comments: <input type="checkbox"/> _____		