



Part 1: Cashier Instructions

Please process this payment using the following Defined Special Collections (DSC) description:

067 – Building Board of Appeals

Please capture the project address in the “address” field.

Part 2: Information About Your Appeal

*Project Address: _____

Applicant’s Name: _____ Phone: _____

Permit Number: _____

Review Fee (check one):

- Single-family home, private garage, or carport **\$200.00**
- All other occupancies **\$500.00**

Note: The Department of Buildings will inform you of which appeal fee to pay after your appeal is accepted. Please do not pay any appeal fee before directed to do so.

Part 3: Applicant Instructions

1. Complete Part 2 of this form, and bring two paper copies to the cashier window in City Hall Room 900 or to any City of Chicago payment center. (For payment center locations, visit www.cityofchicago.org/finance and click on “Payment Locations.”) The Department of Finance accepts cash, credit cards and checks (excluding temporary checks). Checks should be made payable to “City of Chicago.”
2. The cashier will validate both copies of this form with a stamp. The cashier will keep one of the validated copies and return the other to you. The cashier will also give you a payment receipt.
3. E-mail a copy of your validated payment form and receipt to hugo.chavez@cityofchicago.org. Proof of payment must be submitted to the Department of Buildings before your hearing will be scheduled.

NOTE: No refunds will be provided for overpayment or cancelation of the request by the applicant.