



## Instructions for Appeals to the Board of License and Inspection Review

The Board of License and Inspection Review (BLIR) hears appeals of permits, violations, and notices issued by the Department of Licenses and Inspections and other City agencies. The Board affirms or alters property violation decisions issued by L&I or other City agencies. The board also hears appeals for licenses to carry and firearm license revocations.

- **Before You File the Appeal**

- **Before you file an appeal, you will need a copy of the notice or letter being appealed.**
- All appeals to the Board of License and Inspection Review must be filed by the aggrieved party or property owner. If the appellant is a corporation or LLC, they are required to be represented by a lawyer.

- **How Do I File the Appeal?**

- You can file an appeal in-person or by mail.
  - **In-person:** Make an [appointment to file an appeal](#) in-person at the Municipal Service Building. Bring a completed appeal application form and a copy of the notice or letter being appealed to your scheduled appointment.
  - **By mail:** Send a completed appeal application form and attach a copy of the notice or letter being appealed to:  
**Boards Administration Unit  
1401 John F. Kennedy Boulevard  
Municipal Services Building — 11th Floor  
Philadelphia, PA 19102-1687**
- After receipt of a complete appeal application package, a hearing notice will be sent to you with your scheduled hearing date by the Boards Administration Unit.
- For questions or comments related to appeals, email the Boards Administration Unit at [BoardsAdmin@phila.gov](mailto:BoardsAdmin@phila.gov).

- **When Can I File an Appeal?**

- You may file an appeal immediately after receiving a violation / notice / letter. However, your right to appeal expires thirty (30) days from the first notice of violation.

- **What Is the Basis for an Appeal?**

- An application for appeal shall be based on a claim that:
  - The appellant is aggrieved by the issuance, transfer, renewal, refusal, suspension, revocation or cancellation of any City license or by any notice, order or other action as a result of any City inspection, affecting the appellant directly.

- **Board of L&I Review Decision**

- A decision from the Board of L&I Review may affirm, modify, reverse, vacate or revoke the action from which the appeal was taken.