



Tel 360-473-5298  
Fax 360-473-5200  
345 6<sup>th</sup> St., Ste 600  
Bremerton WA 98337

Department of Financial Services  
Tax & License Division

### **Procedure for filing an Administrative Appeal with the Administrative Hearing Examiner**

1. You have received an Administrative Departmental decision in accordance with Bremerton Municipal Code (BMC) 3.86.040 which assesses an amount for unreported or unpaid taxes, license fees, penalties, and interest. **This amount is immediately due and payable.** You have received this decision because numerous attempts have been made to inform you of the serious delinquency of your account and no satisfactory response was received. You have thirty (30) calendar days from the date of mailing of the Administrative Departmental decision to remedy this at Departmental level by paying the amount in full. Failure to bring your account current within those thirty (30) days will result in your account being turned over to the Code Enforcement Officer for code violation proceedings pursuant to BMC 3.86.110.
2. In accordance with BMC 3.86.140, if you are aggrieved with the decision, you have the right to file an appeal after making payment on this decision. The appeal must be written and submitted on the City of Bremerton form 'Appeal of Administrative Decision' to the Code Enforcement Officer or their designee. **The appeal must be submitted within thirty (30) calendar days from notification of the Administrative Departmental decision.** Date of mailing shall be considered date of notification. Forms are available by calling our office or on our website at [www.ci.bremerton.wa.us](http://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 3.86**  
**APPEAL OF ADMINISTRATIVE DECISION**



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 3.86 nature must be made within thirty (30) 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