



ENF-3001-FORM

This form is to request an administrative hearing as authorized by Los Angeles Municipal Code (LAMC) Section 104.14. Please carefully follow these instructions to ensure your hearing request is timely received. **Untimely or incomplete submissions of this form, any supporting documents, and/or payment of the appeal fee will result in rejection of your request.** Please note that failure to timely request an administrative hearing shall constitute a failure to exhaust administrative remedies.

INSTRUCTIONS

To file a request for an administrative hearing under LAMC Section 104.14, you must:

1. Complete and submit this Administrative Hearing Request Form and submit it, along with any supporting documentation by email to DCRAppeals@lacity.org by no later than 11:59 P.M. (PST) on the 15th day after the matter being appealed was emailed to you by DCR. Please see LAMC Section 104.14(a) for a list of appealable matters. It is your responsibility to ensure all files are actually received by DCR before the deadline.
 - a. **For appeals from a Notice of Suspension or Notice of Revocation:** An appeal from a Notice of Suspension or Notice of Revocation must be filed within **5 days** of the date the Notice of Suspension or Notice of Revocation was sent by email. This Administrative Hearing Request Form must be submitted, and the required appeal fee paid, within the 5 day deadline.
2. Pay the required appeal fee, as specified in LAMC Section 104.19, to the Office of Finance by the date on the invoice. An invoice is attached to the decision issued by DCR. Payments by check, money order and credit card can be made to any open Office of Finance branch location. DCR does not accept or process fee payments. Please note that the Office of Finance has limited hours and requires an appointment three days in advance for cash payments over \$1,000. Cash payment appointment requests may be sent via email to finance.csd.appt@lacity.org.
3. If your appeal form and payment are both timely received, a hearing will be scheduled within the time required by LAMC Section 104.14.

PLEASE COMPLETE THE FOLLOWING SECTIONS:

SECTION A: Business Premises Location: _____

SECTION B: Administrative Hearing Requested (*please make one selection*):

LICENSING:

Denial of an application for License renewal. Date of denial letter: _____

Determination of ineligibility under LAMC Sections 104.07 or 104.08.

Date of ineligibility determination: _____

COMPLIANCE:

Issuance of a NOTICE OF VIOLATION. Notice No. ENF- _____ - NOV

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities

