



PROCEDURES FOR FILING AN APPEAL RELATED TO [BSEED MARIJUANA LICENSING](#)

To properly appeal a decision issued by the City of Detroit **Buildings, Safety Engineering, and Environmental Department (BSEED)** to the **Department of Appeals and Hearings (DAH)**, you must file the proper documentation and pay the applicable filing fee. If you are not certain as to the proper filing and appellate procedures, it may be to your advantage to **consult an attorney** for assistance. **The DAH does not provide legal assistance.**

To initiate an [Appeal to the DAH](#), all of the following actions must be taken:

1. **Time Requirements for Filing an Appeal:** an appeal must be filed *within 21 days* of the date of issuance of the BSEED decision;
2. **Right to Appeal Certificate:** complete the *Right to Appeal Certificate* form, which is a fillable form available on the [DAH website](#) and forward to jamek@detroitmi.gov for signature;
3. **Claim of Appeal:** complete the *Claim of Appeal* form, which is a fillable form available on the [DAH website](#);
4. **File via Email:** within *21 days* of the date of the BSEED decision, file the signed and completed forms with attachments: (1) Right to Appeal Certificate and (2) Claim of Appeal with the DAH via email: dahappeal@detroitmi.gov. **Include the following in the “subject” line of the filing email: *Marijuana Licensing Appeal/BSEED Case No. _____***; and
5. **Pay Appeal Filing Fee:** an appeal filing fee of \$25 must be paid to the DAH. Payment instructions shall be sent via email after the completed forms are filed.

Post-Filing Action by the DAH

If the appeal is filed timely via email to dahappeal@detroitmi.gov with the required forms, attachments, and the filing fee is paid, the DAH will send you a Notice to Appear with the date and time of the hearing on the appeal. **If the appeal is not filed timely via email or is incomplete, or the filing fee is not received, then you will receive notice that your *appeal is rejected*.**