

Rhode Island Fire Safety Code Board of Appeal & Review

APPEALS PROCESS

Mobile Food Establishments [MFE]

- Completed Variance Application
 - Property Location: List the address where the vehicle is registered or garaged
 - Owner's Name & Address: List the vehicle's registered owner
 - Description of the vehicle
 - Registration Number & State, Year, Make & Model – *please attached a copy of the vehicle registration certificate*
 - Attach a copy of the MFE Inspection Report and/or Violation Notice issued by the State Fire Marshal's Office
 - Letter of Authorization if Applicant is not the Owner, i.e. franchisee, employee, etc.
 - Filing Fee = \$100.00
 - Once Appeal Application is filed, enforcement action is stayed until the hearing decision

If appealing an Order of Abatement:

- Applicant may request emergency review (same day) or expedited review (next scheduled Board hearing)
 - Filing Fee = None
 - Once Application for Review is filed, enforcement is **NOT** automatically stayed until the hearing decision
- The only action that can be taken during a review will be to *uphold, modify or vacate* the Order of Abatement – if relief or variance is being sought, the regular appeals process applies

Deliver or send all appeals information to:

RI Fire Safety Code Board of Appeal & Review
560 Jefferson Boulevard - Suite 202
Warwick, RI 02886-1394