



**City of Seattle
Department of Planning & Development**

**Construction Codes Advisory
Board 2015 New Member
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Thank you for your interest in serving

on the Construction Codes Advisory Board. The Board's 13 members fill positions that represent a profession or the general public. Some of these three-year terms expire each year. You may apply for any open position for which you qualify.

Members contribute based on their professional experience and point of view. Critical thinking is valued. The Department relies on the Board's advice, as do elected officials.

If you have any questions, please contact Julie A. Hines at (206) 233-2766, or email: Julie.hines@seattle.gov

Application Instructions:

1. Complete this form online or as a paper copy. If you need more space, add 1-2 pages. Form is at: <http://bit.ly/constructioncodeadvisoryboard>
2. Add short resume.
3. Add optional letter of interest or cover letter.
4. Send application materials to:
Julie A. Hines, Code Development Analyst

Email (preferred): Julie.hines@seattle.gov **Fax:** (206) 386-4039

Mail: DPD
700 Fifth Ave, Suite 2000
PO Box 34019
Seattle, WA 981024-4019

STEP 1: CONTACT INFORMATION: *Please provide your contact information.*

First Name: _____ Last Name: _____

Primary Phone Number: () _____ (Check one) Cell Home Work

Alternate Phone Number: () _____ (Check one) Cell Home Work

Email: _____

Mailing Address Name: _____

Street: _____

City, State, Zip Code _____

STEP 2: OPEN POSITION(S): Each Board position represents a specific profession or the general public. *Check your preference(s), based on your qualifications and interests.*

- Apartment Building Owner/Operator
(term expires 6/1/18)



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STEP 3: PERSONAL STATEMENT

I am interested in serving on this volunteer Board because:

How do you imagine that your expertise, experience and interests will benefit this Board and its work?

STEP 4: EXPERIENCE AND BACKGROUND

List your occupation. Briefly describe your work experience.

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List your education. Also list your training and credentials relevant to this Board's work.

Describe any volunteer experience and your role. Include experience on a board or commission or a community, neighborhood or worship group.

Step 5: STATEMENT OF AVAILABILITY:

- I agree to reserve the first and third Thursdays of each month from noon until 2 p.m. to attend the Board's meetings in downtown Seattle.
- If I volunteer to join a subcommittee, I agree to reserve my time for that work, too.
- Generally, I can expect to work about 2 to 6 hours a month preparing for and attending meetings.
- If I cannot avoid a schedule conflict, I agree to update DPD promptly and share my meeting preparations.
- I can plan on notice about a week in advance, as possible, that DPD is canceling a scheduled meeting. Meeting frequency depends on work needs; some months may include only one meeting or no meeting.

I agree with the Statement of Availability. Date: _____

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The City of Seattle promotes diversity in the City's boards and commissions. We encourage people with multicultural backgrounds or work experience to apply. We also encourage applications from those who have worked with diverse populations.

The following, optional question helps track our recruitment and diversity efforts.

STEP 6: DEMOGRAPHIC INFORMATION (*Optional*).

Please check all that apply

- Native American
- African American
- Asian American
- Hispanic/Latino
- White/Caucasian
- Other

Please check one

- Female
- Male

STEP 7: How did you find out about this opening?
(*Optional*)

Please check one

- Mayor's Office website
- DPD website
- Technical codes listserv
- Group email
- Word of Mouth
- Other

Please specify _____

Thank you!