



# Code Enforcement Violation Procedures

This is the normal procedure for the majority of complaints received and more often than not, the violation is taken care of by the property owner or tenant within the time frame given. We are always willing to work with citizens and remain flexible in resolving violations or perhaps assisting them in finding available resources to take care of their property.

## STEP 1

Code Enforcement complaints are received either by phone, email or observed by the officer. They are not generated by Facebook postings, or other forms of social media. If a violation is observed, we encourage citizens to contact our office directly at 748-7061 so that it can be addressed.

## STEP 2

After a complaint is received, code enforcement will visit the property to verify and document the violation as well as investigating for any other violation that may exist.

## STEP 3

Notice of the violation is made to the owner of the property who may or may not reside at the property. Notice may be made in person at the time of the initial inspection or the owner will receive notice by mail. In either case, the owner must be given ten (10) days to abate the violation. This time frame may be extended at the discretion of the code enforcement office for more severe or larger violations or in an attempt to work with the property owner to get the issue resolved. Information is also provided explaining the steps that will be taken if the violation is not corrected.

## STEP 4

If the violation is corrected, the case is closed. If not, code enforcement may contact our vendor who will abate the violation and in turn send the city a bill for the work. In some cases, a citation(s) is issued until the owner completes the abatement.

## STEP 5

If a bill for the abatement is received from the vendor, it is forwarded to the property owner for payment. If payment is not received from the property owner, a tax lien is placed upon the property along with an administrative fee.