

CODE ENFORCEMENT SERVICE REQUEST PROCESS

Request for service is received via phone, fax, email, letter, or walk-in

Information Request Only:
Customer is provided with requested information and has no further need for service

Processed by CE staff:
Request entered into CE database and assigned to an inspector
Follow-Up Inspection: 15 Days

Referral
Customer is given number for EGPD, CSD, etc. (or we take the info and pass it along to appropriate agency who then contacts the customer)

Follow-up made to assure that customer received appropriate response and assistance

Courtesy letter to property owner indicating issue and time frame for abatement

If compliance determined- Request closed

Contact with Property Owner, Property Manager or Resident

If compliance determined- Request closed

Site Inspection

If compliance determined- Request closed

Progressive enforcement for continued non-compliance

Compliance determined - Request closed

No Compliance:
Certificate of Nuisance Issued:
Clouds title of property until violation abated and fees paid
May issue Administrative Citation
Follow-Up Inspection: 15 Days
Inspection Fee: \$480.00
Re-Inspection Fee: \$125.00

Notice & Order Issued:
Fees charged for subsequent inspection(s)
Follow-Up Inspection: 15 Days

Administrative Hearing for Citation:
Determines scope and method abatement

Abatement:
Voluntary (Owner)
Summary (City)