



Code Compliance Officer inspects property based on a complaint and/or direct observation

YES
Attempt is made to verbally contact property owner and issue a **Courtesy Notice** via hand delivery, notice left on premises, or USPS mail

Violation(s) Found?

NO
Violation Observed (if applicable the compliant is notified)
Complaint Closed

REASONABLE TIME is given to correct violation(s) and re-inspection is preformed

YES
(if applicable the compliant is notified)
Complaint Closed

Violation(s) Corrected?

NO
Notice of Violation(s) issued to the property owner via Certified Mail*

*Certified Mail Received?

NO
Notice of Violation Posted on Property

YES
(if applicable the compliant is notified)
Complaint Closed

Violation(s) Corrected?

REASONABLE TIME is given to correct violation and a re-inspection is preformed

NO
After 10 days the fine amount is recorded as a lien against the property

NO
Affidavit of Violation(s) and Notice of Hearing issued to the property owner via Certified Mail*

Violation(s) Corrected?

YES
(if applicable the compliant is notified)
Complaint Closed

Code Enforcement Board issues **Cease and Desist Order & Order for Corrective Action** requiring the violation(s) to be eliminated and require payment of court cost incurred.
(Failure to comply may result in fines not to exceed \$250 per day the violation remains + court cost)

Penalty Hearing
Code Enforcement Board assessed a fine not to exceed \$250 (\$500 repeat violations) per day the violation remains + court cost

REASONABLE TIME is given to correct violation and a re-inspection is preformed

Violation(s) Corrected?

NO
Affidavit of Non-Compliance and Notice of Penalty Hearing issued to the property owner via Certified Mail*

YES
if applicable the compliant is notified)
Complaint Closed

Courtesy / Education Process
Warning Process
Corrective Action Process
Enforcement Process