Receipt of Complaint or Discovery of Violation

Code Enforcement Staff

- Reviews violation.
- Initial Inspection within five (5) calendar days of receipt of complaint.

Violation Found

Immediate action not required

- Issuance of Warning notice

Responsible Party

- To correct violation within specific and reasonable amount of time.
  - 10 days for Vegetation
  - 15 days for most others

Field Code Enforcement Staff

- Re-inspects violation within one (1) day after specific time issued to correct violation

Field Code Enforcement Staff

- Issuance of Second Warning notice

Field Code Enforcement Staff

- Re-inspects violation within one (1) day after specific time issued to correct violation

Failure to correct violation

- Issuance of Administrative Citation, which requires payment of a fine on an escalating scale.
  - 20 days to pay citation (late fees applied after 20)
  - Re-inspect after 21 days
  - If not corrected issue 2nd, 3rd, and/or subsequent citations (same process - 20 days to pay, re-inspect at 21)

Administrative Hearing

- Responsible party can request an appeal
- The city may require them to appear

Civil or Criminal Action

- Code Enforcement case may be referred to the City Attorney for legal action

No Violation

- Case closed if **no violation**
- Second inspection may be done within five (5) calendar days of first inspection, at Field Code Enforcement Staff Discretion

Immediate action required

- Violation constitutes an immediate threat to health, safety or the environment

- **City may commence proceedings to immediately abate the violation through either Public Nuisance or Substandard Building Abatement process and may issue a citation.**

Violation Corrected

***If citation was issued, it still needs to be paid within 20 days of issuance or it will earn penalties at a rate of $5/day to a max of $500**

Clear Case