Code Enforcement Process

TIME TO COMPLETE

COMPLAINT RECEIVED
(Report an Issue, Phone, Website, In-person, Email)

1-2 DAYS

CODE ENFORCEMENT OFFICER
Assigned to the issue & evaluates the issue and surrounding area for lack of compliance

1-2 DAYS

VIOLATION FOUND

NO VIOLATION

CASE CLOSED
Follow up with reporting party is not standard practice

1 DAY

CASE NUMBER IS CREATED
Issue is documented with photos & comments. Notice is prepared at City Hall.

1 DAY

NOTICE IS POSTED
Notice is posted on the property as well as mailed to owner of record.

24 HOURS TO 30 DAYS DEPENDING ON VIOLATION(S)

TIME ALLOWED FOR COMPLIANCE
Property owner has a specific amount of time to compy from date of Notice to Comply.

DOES NOT COMPLY

COMPLIES WITHIN TIMEFRAME

CASE CLOSED

CITY PROCEEDS WITH ABATEMENT AND/OR CITATION