Code Inspector observes or a complaint is made of environmental violation

Code Inspector conducts initial environmental inspection

When violation is found, Code Inspector issues a Notice of Violation and Nuisance Abatement letter to property owner

Property owner is allowed ten days to comply for solid waste and weed violations, and twenty days for animal violations

Code Inspector conducts reinspection at expiration of notice to determine if property owner has corrected the violation

If violation is bought into compliance, case is closed Corrected By Owner.

If violation is not bought into compliance, Code Inspector refers case to Environmental Crew to be corrected.

Environmental Crew corrects violation and prepares invoice for work done.

Housing Services Dept. generates invoice and sends to Revenue Dept. to be mailed to property owner

If property owner pays invoice, no further action is taken

If property owner fails to pay invoice, a sanitation lien is placed against property by the Revenue Dept.