

CODE ENFORCEMENT PROCEDURES

FILING A COMPLAINT

During regular business hours, you may call the Planning, Building and Zoning Department (PBZ) at 404-608-2300. You may also submit an online request using the Service Request feature of the PBZ Department website to report a variety of issues, including code violations.



INVESTIGATING A COMPLAINT

Once a complaint is received, the complaint will be logged into the computer, given a case number and a code enforcement officer assigned to the case. The code enforcement officer assigned to the case will conduct a site visit to determine if a violation exists. If there is a violation, the code enforcement officer will determine the responsible party/property owner who will be notified of the violation(s).

NOTIFICATIONS

A notification can be delivered in person or with a written notice. In certain situations, such as repeat violations and

matters of health and safety hazards, a citation may be issued without notification. Regardless of the form of notification given, there will be a due date by which the violation(s) must be corrected to avoid further enforcement action. If the violation(s) are not corrected by the due date, a second and final written notice may be issued indicating a final due date by which corrections must be made.

CITATION MAY BE ISSUED

In cases where a property owner does not comply with a code and violations are not corrected by the final due date, a citation and summons to appear in municipal court may be issued. Once the citation is issued, the person receiving the citation is required to appear in court. If after judicial proceedings, a defendant is found to be guilty of violating the municipal ordinance, the judge may impose a civil penalty or criminal prosecution.

MAKE YOUR HOME A HAPPY HOME



Homeowners are responsible for providing regular maintenance of the home's exterior and landscaping. Front, side and back yards should be well maintained, regularly mowed and free from trash, weeds and overgrown vegetation. Residents are responsible for insuring that their property is free from any accumulation of debris, litter or other objects and that there is no outside storage of materials for health and sanitation reasons.

House address numbers are required for all structures. The correct number assigned to the house or structure must be posted in a noticeable place on the

house or structure, or on the property, so that it may be seen from the street.

VEHICLES

Parking of any vehicle on an unimproved (dirt, grass) surface is prohibited. It is also unlawful to place, keep, store or allow to remain any inoperable vehicle or parts of vehicles which cannot be driven on public streets due to being wrecked, abandoned or in a state of disrepair.

It is also unlawful to repair any such inoperable vehicle on residential property.



All vehicles **MUST** have a current and valid license plate and decal, properly attached to the vehicle.

CITIZEN'S CODE ENFORCEMENT GUIDE



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