

** Neighborhood Services Officers make every attempt to gain voluntary compliance for each violation.*

Complaint received by city staff

Complaint is given a case number with staff assignment

Initial Inspection
 Visually inspect the property. If violation exists a courtesy notice is posted or mailed. Re-inspection date usually between 3-7 days .

**Grass - 3 days
 *Vehicles/Nuisance – 7 days
 Exterior Maintenance – 30 Days

Case Closed if not a code violation

Second Inspection
 Verify issue has been resolved. With non-compliance, a legal certified notice is sent to owner/occupant with reinspection date based on ordinance.

**Nuisance /Vehicles: 10 days (220.050/220.250)
 *Grass: 7 days (220.130)
 Exterior Maintenance: 15 Days (IPMC 107.2)

Case Closed if violation has been corrected

Third Inspection
 Verify issue has been resolved. With non-compliance a final notice is mailed or posted. With a 7 day compliance date.

** 7 days for all violations*

** Exception: If contact has been made with the resident, reasonable extensions can be given to gain compliance.*

Case Closed if violation has been corrected

Citation
 If no correction has been made, a citation to appear in municipal court is issued. Court date is typically 30 days after issuance.

Work Order
 If no correction has been made for grass or a nuisance, a work order is issued for city abatement with work within 48 hours.