

Attachment 1

Code Violation Case Process Flowchart

Complaint or internal referral is filed

- Case can close upon compliance.
- Day range may fluctuate based on scheduling and interference from outside members
- Staff costs can be invoiced for failed inspections or costs incurred by the County

10 Days

Site visit

Violations are unfounded, close the case as unfounded

Unable to verify the violations, leave a business card

7 Days

Violations are verified

Recheck site and look for other avenues to verify

Close case as unfounded

1 Day

Issue violation warning letter

- Appeals can occur with each issued letter adding 30 days per appeal

30 Days

Check site for compliance or progress

Hold off on further enforcement if they are making progress

1 Day

Issue citation warning letter and staff invoice if no compliance or progress

30 Days

Check site for compliance or progress

Hold off on further enforcement if progress is made



