

Important Information – Responding to a Code Violation Notice

1. What is a Notice of Alleged Violation?

A **Notice of Alleged Violation** is a courtesy notice used to notify the property owner of the following:

- The City received a complaint regarding the conditions and/or unlawful activity is a violation of the City Code.
- A particular code violation(s) and/or unlawful activity is specified and states the time limit to resolve or correct the violation(s) voluntarily.
- A follow-up date for property inspection by the Code Enforcement Officer will be scheduled to determine if compliance was achieved if the case can not be closed by the Code Liaison.
- Failure to take the initiative to comply will result in additional enforcement action (issuance of the **Notice and Order**) **See Question 4 which describes what this means to you.**

2. What do I do if I receive a **Notice of Alleged Violation** from the City of Sacramento?

- Follow the instructions given on the notice to correct the violation(s) within the required deadline date.
- You must comply with the action(s) required in the notice and you must comply by the specified deadline date listed.
- If you (1) cannot correct the violation(s) by the date listed on your notice, or (2) you do not understand or have questions about this notice, contact the Code Liaison at the telephone number listed on the notice. The Code Liaison will assist you and may grant an extension when the need for such request can be demonstrated.

3. What happens when violation(s) are not corrected?

- If the violation(s) are not corrected at the time the Code Enforcement Officer conducts a follow-up inspection, he/she shall issue a **Notice and Order, Administrative Penalty, and/or Criminal Citation** to the property owner. The notices are sent by first class and certified mail with a copy posted on the property.
- Failure to comply with the Notice and Order within the specified time may result in the assessment of a **Code Compliance Monitoring Fee** of \$275 for **each** subsequent inspection related to this case.

4. What is a Notice and Order?

A written notice served upon the property owner stating that the condition or use of the property is in violation of the City Code (or applicable statute, rule, codes or regulations) and mandates the owner to take corrective action within 30 days to bring the property into compliance. The Notice and Order informs the property owner:

- The condition(s) of the property is in violation of the City Code and such condition(s) is deemed a public nuisance;
- Provides a time frame to correct the violations;
- If not voluntarily corrected, it authorizes the City to take appropriate action to correct and/or abate the violation(s)
- Allows the property owner the right to appeal within 30 days from the date the notice was served.
- **The fees (see table below) are imposed whenever a Notice and Order is sent to the property owner for non-compliance. Once the Notice and Order is sent, the fees imposed are due and payable regardless of whether the violation(s) are/were eliminated in response to the Notice and Order you received from the City of Sacramento. You will be required to pay for all of the costs expended by the City of Sacramento in enforcing its code sections. An invoice will be mailed to you once the violation(s) are corrected and the case file is closed.**

FEES AND PENALTIES (approved by the City Council)	Effective: 07-01-2016
Notice of Alleged Violation (Courtesy notice, not required)	No fee
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Notice & Order (to Abate Public Nuisance)	\$575.00
Code Compliance Monitoring Fee (imposed or additional inspection)	\$275.00
Notice and Order Appeal Processing Fee	\$400.00
Termination of a Declaration (County Recorder's Office)	\$150.00
Title Report	\$100.00 or \$650.00
Administrative Fee for Code Enforcement Abatements	\$1,500.00
Administrative penalties (Failure to comply with the Notice and Order)	\$100 to \$25,000