



Code Enforcement / Courtesy Inspection

A. Documentation needed for Courtesy Inspection:

1. The fee is \$150.00
2. A letter from the property owner authorizing access to the Code Enforcement Officer to go onto the property for an exterior inspection.
3. Copy of the sales contract.

B. Courtesy Inspection Check List:

1. Open violations
2. Unpaid tickets
3. Code Enforcement Liens
4. Ticket Liens
5. Microfilm / Plans Research
6. Open Permits