

# Code Enforcement Process

## Inspections

The City of Kenosha inspects residential and commercial properties as a result of the following:

- Complaints - from tenants, neighbors, or public officials
- Neighborhood Inspection Program - a systematic exterior inspection of every parcel and building in targeted areas of the City
- Licenses and Permits - lodging houses, manufactured homes, occupancy permits

## Complaints

Anyone concerned about the condition of a property or structure may file a complaint with the Department. Complaints may be filed on the telephone, in writing, or on-line.

**To file a complaint on-line, click here.**

## Orders

If an inspection reveals a violation, an Order to Repair is issued to the owner of record, or responsible person. The Order will state the violation(s) and the time-frame to complete the repairs.

## Appeals

Property owners/occupants may appeal any Order to Repair issued by a property maintenance inspector. The appeal form and an outline of the appeal process is available at the Department of Neighborhood Services and Inspections.

## Extensions

Property maintenance inspectors may grant extensions to property owners who are making progress in completing code-required repairs. The extensions are granted on a case-by-case basis in accordance with Department policy.

## Citations

If the code-required repairs are not done or not done in a timely manner, the City may issue a municipal citation for each violation. The owner/responsible person will then have the citation adjudicated in the Municipal Court system. A citation does not relieve the owner/responsible person of the responsibility to complete the code-required repairs.

## Reinspection Fees

The City may charge a fee for any reinspection following the initial inspection, and the first reinspection which shows no repairs have been made. The fee begins at \$72.00 and escalates with each reinspection to a maximum fee of \$360.00 for inspections which show no repairs have been made. Reinspection fee invoices not paid within thirty (30) days of being mailed to the property owner, shall be charged and collected as a special assessment against the property, along with a \$100 administrative fee.

## Inspector Assistance

If you have any questions, do not understand the Order to Repair, or need other help, **CALL YOUR INSPECTOR!** Inspectors cannot help if they do not know about your concerns or questions.