



# WASHINGTON COUNTY CODE ENFORCEMENT GUIDE



## REPORTING VIOLATIONS

Any citizen or resident may report what they perceive as a code violation to the Code Enforcement Office by calling (850) 415-5093. It is not necessary to give your name, but you may want to leave a phone number or call back at a later time to see what the status is.

## CITIZEN INVOLVEMENT

1. Citizens may come together as a neighborhood organization, holding neighborhood meetings to disseminate information to a large number of people.
2. May attend meetings of the Planning Commission, Board of County Commissioners, and Code Enforcement Board and make concerns about effective code enforcement known to these entities.
3. Serves as an outlet for Community Pride.

## DESCRIPTION - CODE ENFORCEMENT PROGRAM

1. Investigation and enforcement of alleged violations of the various codes and ordinances including, but not limited to, the zoning regulations, subdivision regulations, litter ordinances, abandoned houses and improper permitting.
2. Receives and investigates citizen complaints; provides surveillance for general compliance.
3. Provides assistance for determining corrective action.
4. Presentation of violations before the Code Enforcement Board if not properly corrected.

## AUTHORITY OF CODE ENFORCEMENT PROGRAM

- Land Development Code
- Florida Statute Chapter 125
- Florida Statute 162
- Washington County Code Enforcement Procedure - April 2000

## OBJECTIVES OF CODE ENFORCEMENT PROGRAM

1. Process citizen complaints in a timely manner regarding alleged violations of codes and ordinances under jurisdiction.
2. Provide public assistance to help violators achieve corrective action on code or ordinance violations without further legal action.
3. Provide further legal action on violators who do not come into compliance within a reasonable time frame.

## INSPECTION PROCESS

1. Owner, location of property and land use category is identified.
2. Checks property to see if there is an identifiable code violation.
3. Notice of violation letter is sent by certified mail to the property owner of record.
4. A reasonable amount of time is given to correct the violation.
5. Re-inspection is done after the reasonable amount of time.
6. If the property is not in compliance, a hearing is Scheduled before the Code Enforcement Board. The CEB may levy fines at this point.
7. If the property is in compliance, the file is closed.
8. Fines may be placed against property up to \$500.00 a day.

## PREFERRED MEMBERSHIP MAKEUP OF CODE BOARD

- Architect
- Businessperson
- Engineer
- General Contractor
- Subcontractor
- Realtor
- Citizen

## SUMMARY

1. The Board of County Commissioners has adopted all of the codes and charged the Code Enforcement Official with enforcing them.
2. The Code Enforcement Board is comprised of professionals and citizens of the county who serve on a voluntary basis.
3. About 95 percent of all violations are correct voluntarily without referral to the Code Enforcement Board.
4. Growth and location of industry in the county can be adversely impacted by failure to enforce codified ordinances.

## MUNICIPAL CODES

The Washington County Code of Ordinances is published by Municipal Code Corporation of Tallahassee, Florida. Click on [www.municode.com](http://www.municode.com) to view the ordinances.

## AREAS SERVED BY CODE ENFORCEMENT

1. City of Wausau
2. Sunny Hills
3. All other unincorporated areas of the county

## TELEPHONE NUMBERS

Code Enforcement Office	<a href="tel:415-5093">415-5093</a>
Building Department	638-6195
Animal Control	638-6306
Sheriff' Department	638-6111
Waste Management, Inc.	1-800-333-7709
Burn Permits (Debris)	547-7083
Burn Permits (Houses)	1-800-444-8364
Health Department	638-6240
Planning Department	415-5093
Recycling Center	638-6264