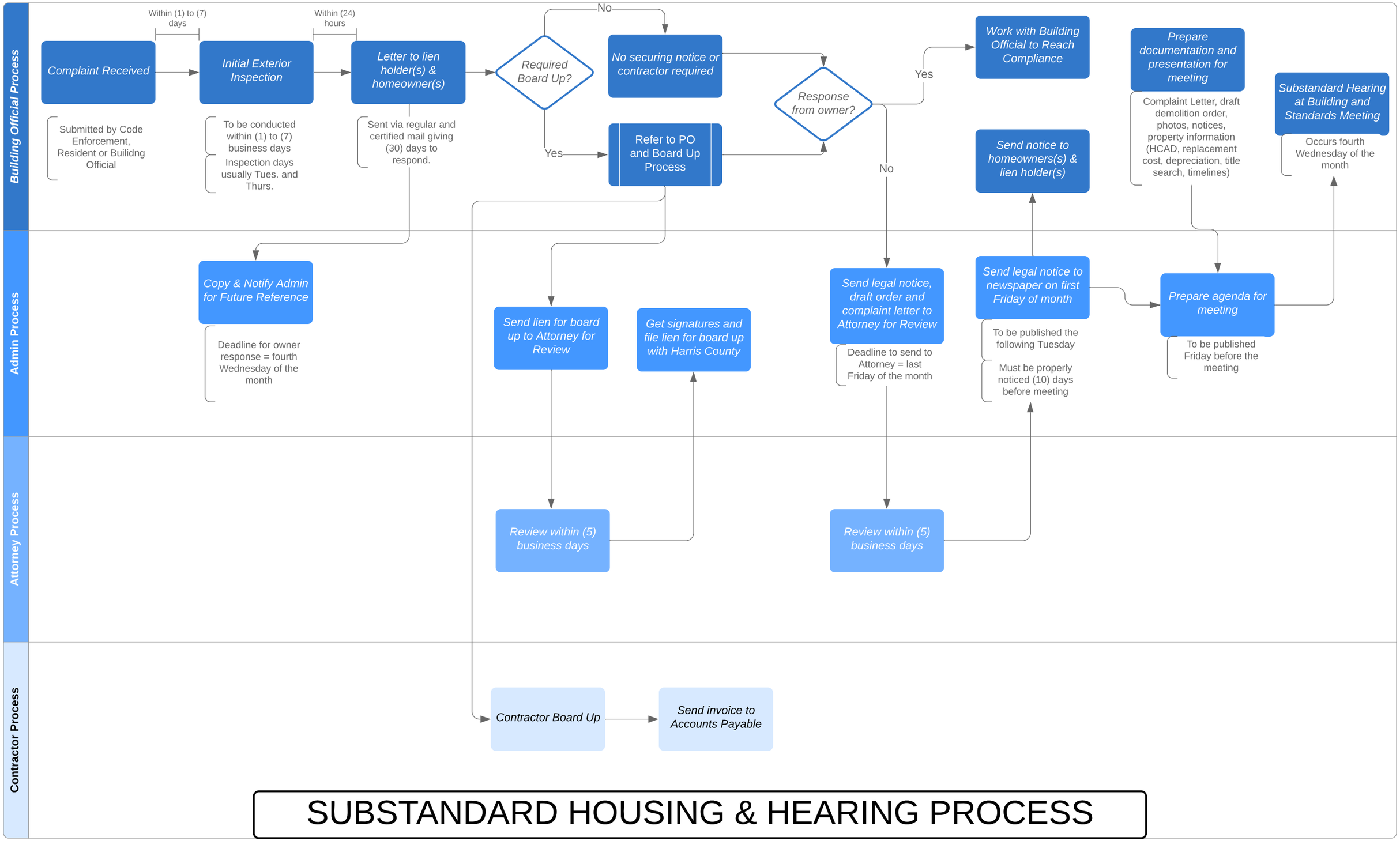
Building Official Process
Admin Process
Attorney Process
Contractor Process
Complaint Received
Submitted by Code Enforcement, Resident or Builidng Official
Within (1) to (7) days
Initial Exterior Inspection
To be conducted within (1) to (7) business days
Inspection days usually Tues. and Thurs.
Within (24) hours
Letter to lien holder(s) & homeowner(s)
Sent via regular and certified mail giving (30) days to respond.
Required Board Up?
No
No securing notice or contractor required
Yes
Refer to PO and Board Up Process
Response from owner?
Yes
Work with Building Official to Reach Compliance
No
Send notice to homeowners(s) & lien holder(s)
Prepare documentation and presentation for meeting
Complaint Letter, draft demolition order, photos, notices, property information (HCAD, replacement cost, depreciation, title search, timelines)
Substandard Hearing at Building and Standards Meeting
Occurs fourth Wednesday of the month
Copy & Notify Admin for Future Reference
Deadline for owner response = fourth Wednesday of the month
Send lien for board up to Attorney for Review
Get signatures and file lien for board up with Harris County
Send legal notice, draft order and complaint letter to Attorney for Review
Deadline to send to Attorney = last Friday of the month
Send legal notice to newspaper on first Friday of month
To be published the following Tuesday
Must be properly noticed (10) days before meeting
Prepare agenda for meeting
To be published Friday before the meeting
Review within (5) business days
Review within (5) business days
Contractor Board Up
Send invoice to Accounts Payable
SUBSTANDARD HOUSING & HEARING PROCESS