

# Planning, Zoning and Building Department Code Compliance Division



## Code Compliance Process

The objective of the Code Compliance Division is to gain voluntarily compliance! Our staff is available to assist in achieving this objective.

- Upon receiving a complaint (for a non-life-safety issue), staff determines if there is a code violation through inspection and investigation.
- If a violation is determined, a Notice of Violation (NOV) is issued to the property owner with a description of the violation, compliance date and contact information for the staff member.
- Cases that are not voluntarily brought into compliance by the compliance deadline may be presented to a Special Magistrate to determine both the validity of the violation and if so determined, then to set a compliance deadline for the assessment of fines.
- Once compliance is achieved and verified by a compliance inspector, the case is closed.

The Code Compliance Special Magistrate Hearing is a process required for code violation cases that are not in compliance prior to the date shown on the NOV.

The Special Magistrate may:

- Issue findings of fact and conclusions of law necessary to enforce the various building and zoning related codes and ordinances.
- Issue subpoenas.
- Receive testimony under oath.
- Issue orders having the force of law commanding whatever steps are necessary to achieve compliance of the violation of the County's codes.
- Levy fines not to exceed \$1,000.00 for a first violation, or \$5,000.00 for a repeat violation for each day a violation continues past the first day.
- Assess property liens in cases where the violation is not corrected within the timeframe provided by the Special Magistrate Order.

Special Magistrate Hearings are typically held the first Wednesday of each month at the Planning, Zoning and Building offices at 2300 N. Jog Road, West Palm Beach. Attorneys appointed by the Board of County Commissioners sit as the Code Compliance Special Magistrates.

*AUTHORITY: Chapter 162, F. S., Ordinance No. 87-15 adopted on August 25, 1987, effective October 1, 1987; as amended. Unified Land Development Code, Section 4.14.*