



2879 Mercer Butler Pike  
Grove City, PA 16127  
724-406-0031

## **Property Maintenance Code Enforcement Division**

### **Property Maintenance Code Enforcement Process:**

Property Maintenance Inspections attempt to ensure that residential and commercial properties in your municipality are safe, secure and sanitary by being maintained in accordance with the International Property Maintenance Code. To keep the Municipality abreast of all cases, requests for this service are generated only from the Municipality and orders are reviewed and processed through the Municipality.

The overall enforcement process can be broken down into five simple stages. In general, the process is as follows, but the procedure can be adapted to suit individual municipality needs.

#### **Stage One: Requesting an Inspection**

1. The Municipality completes and submits a Request for Non-Compliance Inspection form. This request generates an invoice and will be processed without interruption unless otherwise requested by the municipality.
2. Once a request form has been received, RIS will begin processing the property in question.

#### **Stage Two: Preliminary Inspection and Notice of Violation**

1. A representative from the Property Maintenance Code Enforcement Division will travel to the property and conduct a preliminary inspection noting all evident violations. Photographs will be taken.
3. Should legitimate violations be found, our enforcement team will process and issue a *Notice of Violation (NOV)* to the property owner. A typical NOV gives the responsible party 30 days to make the necessary repairs and improvements.

#### **Stage Three: Secondary Inspection and Order to Show Cause**

1. After the timeframe allowed by the NOV has passed, a follow-up inspection will be completed at the property. At this time, our inspector will note if any improvements have been made or if violations are still present. Photographs will be taken.

2. Based on the findings of the second inspection, we will issue either an *Order to Show Cause (OTSC)* or a *Cleared Notice*:
  - a. Order to Show Cause:
    - i. If the property remains in violation, the owner will receive an OTSC. This gives them a final chance to comply by making the necessary repairs before legal action is taken. As with the NOV, the OTSC typically allows 30 days for reparations to be made.
  - b. Cleared Notice:
    - i. If the property owner has rectified all the issues noted from the original inspection, they will be issued a Cleared Notice that releases their property from enforcement.

#### **Stage Four: Tertiary Inspection and Court Filing**

1. After the timeframe allowed by the OTSC has passed, a third inspection will be completed at the property. Our inspector will verify if the violations have been rectified or if violations are still evident. Photographs will be taken.
2. Based on the findings of the third inspection, there are two courses of action to be taken:
  - a. Court Filing:
    - i. If the property remains in violation, our team will file a *Criminal Complaint* with the district magistrate, and the case will be taken to court.
  - b. Cleared Notice:
    - i. If the property owner has rectified all the issues noted from the previous inspections, they will be issued a Cleared Notice that releases their property from enforcement.

*\*Please review the attached fee sheet which provides the relevant fees for each step in the process.*



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## **Property Maintenance Code Enforcement Division**

### **Property Maintenance Code Enforcement Schedule:**

Fees for all services regarding Property Maintenance Code Enforcement are billed to the municipality as services are rendered. However, our team works diligently to recover the cost of enforcement during court proceedings.

#### **Preliminary Inspection & Notice of Violation: \$95.00**

*This fee includes the original inspection, photographs, and processing of a written order.*

#### **Secondary Inspection & Order to Show Cause: \$95.00**

*This fee includes the follow-up inspection, photographs, and processing of a written order.*

#### **Tertiary Inspection & Criminal Complaint: \$95.00**

*This fee includes the follow-up inspection, photographs, and processing of a written order.*

#### **Court Preparation & Trial: \$120.00**

*This fee includes preliminary file prep for court as well as an hour of court time.*

*\*This is an example of the typical fees relating to Property Maintenance Code Enforcement.  
Fees may differ in varying circumstances.*