



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2013-13

Supersedes: DD-2003-01

Effective: Immediately

Initiator: Tom Ewers

Director: *Debra W. Stark*

PURPOSE: To establish a procedure for closing certain Code Enforcement investigation cases.

REFERENCE: Not applicable.

POLICY/PROCEDURE:

All Code Enforcement investigation cases **that require a property owner to obtain a permit or entitlement**, to bring the property into compliance, will remain open until the permit/entitlement is approved, issued, and has passed all required inspections and been placed in Final status.

The case will be placed in 'Admin Remedy' status in Accela Automation at the time of the permit or entitlement application.

Code Enforcement officers will check monthly with appropriate division personnel and inquire on the status of these permits/entitlements. The case will be monitored in this manner until the requirements of this directive have been met.

If the permit/entitlement satisfies all violations charged on the parcel, the case may then be closed.

Refer also to DD-2013-20 for violations in regard to unpermitted construction or commercial business operations in a rural or residential zoning district.