



BUILDING AND CODES DEPARTMENT

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Enforcement Policy

This policy is to outline the routine enforcement procedures for day to day use in developments within Montgomery County. This policy is not intended to address instances of complaints outside of developments, or cases of immanent threats to the health, welfare or safety of the citizens of Montgomery County.

Enforcement actions will consist of the follow steps:

1. 1st Notice of Violation by email, in person or by phone. The offender will be given 7 days to correct the violation.
2. 2nd Notice of Violation by email, in person or by phone. The offender will be given an additional 7 days to correct the violation.
3. Written Notice of Violation. The offender will be given 7 days to correct the violation.
4. Meeting to be held on site or at the Montgomery County Building and Codes offices. A time limit will be specified on how long the offender will be required to bring the site into compliance.
5. Hold will be placed on building permit issuances or final plat approval until the site is brought into compliance.
6. Stop work order on all site activity until the site is brought into compliance.

In cases where an offender has repeated violations, a written Notice of Violation may be immediately issued.

In cases where the violation is severe or when the violation results in a direct threat to the health, welfare or safety of the citizens of Montgomery County, a stop work order may be issued immediately on approval of the Building Commissioner.