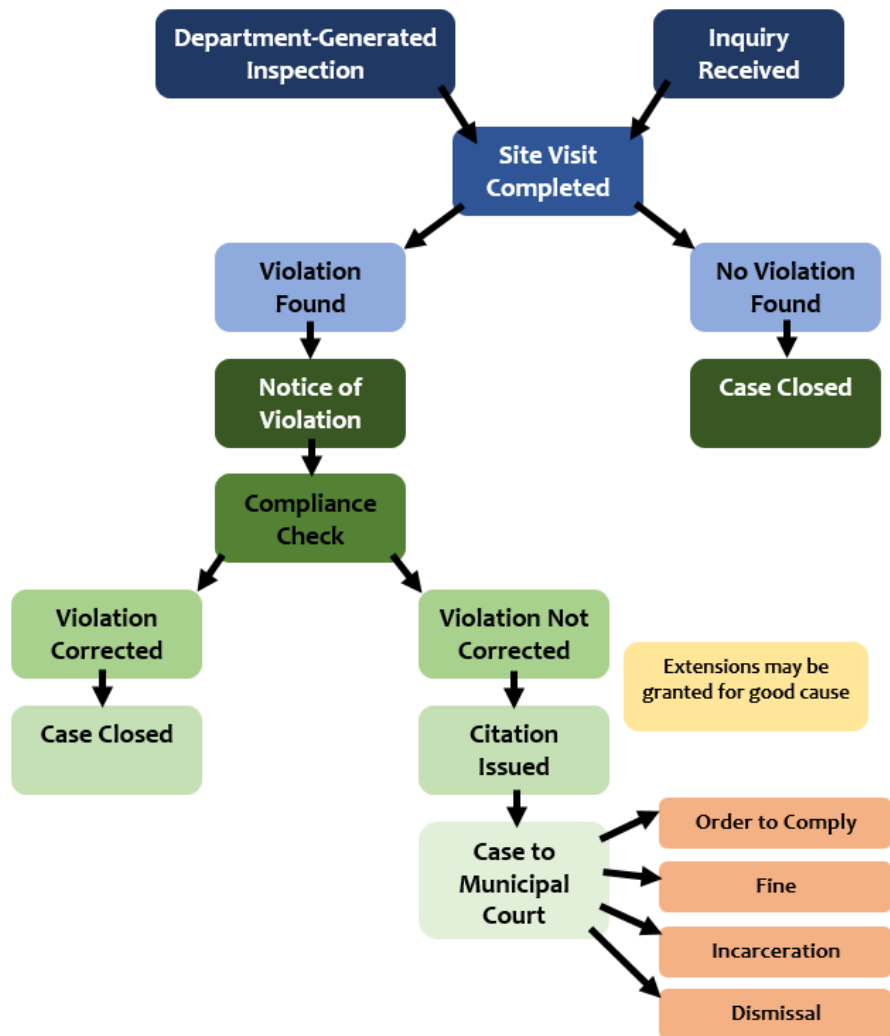


Code Enforcement Process

The Code Enforcement Division works to ensure that all residents and businesses protect and uphold the health, safety, property values, and general well-being of Brookhaven through compliance with city codes and ordinances.

Common city code violations include, but are not limited to the following:

- Accumulation of garbage
- Improper disposal of garbage
- Illegal signs
- Zoning violations
- Overgrown grass/weeds
- Illegal home occupation
- Abandoned/junk vehicles
- Impassable streets due to land disturbance activity



If you have a complaint related to a noise violation, impassible streets due to construction activity, or grading/construction occurring during unauthorized hours (Before 7 a.m. or after 7 p.m. Monday through Friday; before 8 a.m. or after 5 p.m. on Saturdays; or all day Sunday) please contact the Brookhaven Police Department at 911.

Inquiry Received

Inquiries can be submitted through the city's [Brookhaven Connect](#) system, by e-mail at code@brookhavenga.gov, or by phone at 404-637-0500. Inquiries can also be self-generated by the department depending upon workload. A sample of the activity within the department can be found in the [monthly reports](#) published by the city manager's office.

To ensure sufficient support and to provide efficient response times, one code enforcement officer is assigned to each of the city's four council districts.

Site Visit Completed

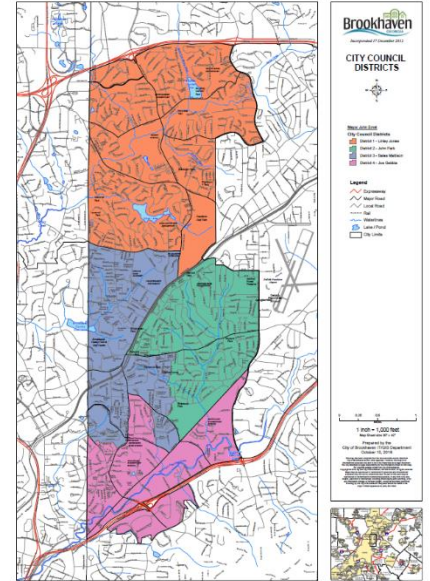
The department's adopted performance measures require that all inquiries are responded to within 48 hours of receipt by staff.

No Violation Found

If during a site visit it is determined that there is no violation, then the case will be closed and the requestor notified.

Violation Found

If a violation is found, a courtesy notice or notice of violation will be issued to the property owner or responsible entity. If construction activity is occurring without proper permits, then a stop work order can also be issued.



OFFICIAL NOTICE OF VIOLATION

Name: _____ Date: _____
 Address: _____ Officer: _____
 Officer Phone: _____ Website: www.Brookhavenga.gov
 Contact Number: _____

A City of Brookhaven Code Enforcement Officer inspected this property on this date and found violations of City Ordinances and/or State Laws as indicated below:

<input type="checkbox"/> Property Maintenance Ordinance	302.7	<input type="checkbox"/> Sign Ordinance	21-239.0
<input type="checkbox"/> Accessory Structure / Fences	302.9	<input type="checkbox"/> Sign Permits	21-42
<input type="checkbox"/> Grass, Weeds, Uncontrolled Vegetation	302.8	<input type="checkbox"/> Published Signs	21-82
<input type="checkbox"/> Junk Vehicles	302.8	<input type="checkbox"/> Signs	21-80
<input type="checkbox"/> Driveways / Sidewalk Maintenance	302.1	<input type="checkbox"/> Height & Setback Requirements	21-80
<input type="checkbox"/> Accumulation of Rubbish/Debris	308.1	<input type="checkbox"/> Electronic Signs	21-74
<input type="checkbox"/> Swimming Pools	302.1	<input type="checkbox"/> Illuminated Signs	21-78
<input type="checkbox"/> Numbering Requirements	304.2	<input type="checkbox"/> Solid Waste Ordinance	
<input type="checkbox"/> Exterior Surface Treatment	304.2	<input type="checkbox"/> Preparation & Storage	22-18
<input type="checkbox"/> Exterior Walls	304.2		
<input type="checkbox"/> Fencible Walls	304.2	<input type="checkbox"/> Zoning	
<input type="checkbox"/> Roofs	304.7	<input type="checkbox"/> Walls and Fences (Requirements)	27-204
<input type="checkbox"/> Exterior Stairways, Decks, Porches, etc.	304.13	<input type="checkbox"/> Signs	27-355
<input type="checkbox"/> Windows	304.13	<input type="checkbox"/> Necessary Structural / Uses	27-355
<input type="checkbox"/> Exterior Doors and Frames	304.13	<input type="checkbox"/> Right of Way Violations	27-150
<input type="checkbox"/> Handrails and Guards	304.13	<input type="checkbox"/> Home Occupation	27-150
<input type="checkbox"/> Decorative Features	304.13	<input type="checkbox"/> Home Occupations (Setbacks)	27-150
<input type="checkbox"/> Vandalism/Structural Maintenance	302.1	<input type="checkbox"/> Relocating Walls	27-281
<input type="checkbox"/> Closing of Vapour Structure	3108.2	<input type="checkbox"/> Outdoor Display - Commercial	27-281
<input type="checkbox"/> Unsafe Structure	3107.1	<input type="checkbox"/> Recreational Vehicle / Trailer	27-281
<input type="checkbox"/> Overcrowding	304.5		
<input type="checkbox"/> Construction Code		<input type="checkbox"/> Land Development	
<input type="checkbox"/> Building Permits Required	7-113(a)	<input type="checkbox"/> Driveway Per Approved Plans	14-209(1)
<input type="checkbox"/> Certificate of Occupancy	7-143 (b)	<input type="checkbox"/> Landscaping/Planting in Frontyard	14-209(1)
<input type="checkbox"/> Certificate of Completion	7-143 (b)	<input type="checkbox"/> Illegal Burning	14-209(1)
<input type="checkbox"/> Construction Hours Violation	7-105(b)	<input type="checkbox"/> Soil Erosion Act. Reg.	14-209(4)(3, 5)
		<input type="checkbox"/> Buffer Land Disturbance	14-209(4)(10)(18)
		<input type="checkbox"/> Tree Removal Permit	14-41
<input type="checkbox"/> Occupation Tax & Business Regulation Ordinance		<input type="checkbox"/> Fire Codes	
<input type="checkbox"/> Occupation Tax Certificate Required	15-29	<input type="checkbox"/> Fire Alarm Marking / Signs	8F030 3/CH03.9
<input type="checkbox"/> Miscellaneous		<input type="checkbox"/> Distribution of Fire Lane	8F030 4
		<input type="checkbox"/> Clearance Around Hydrant	8F030 5.5

Details of Violation: _____

Please bring this property into lawful compliance before **AM/PM** on ____/____/____.

Failure to bring the violation into compliance could result in citations which may result in \$1000 and/or imprisonment.

Other Options: Office Use Only In-person Door Garage Other

Reinspection: In Compliance Extension

Date: _____ AM/PM on ____/____/____

Signature: _____

Brookhaven 01/27/2018

Notice of Violation

A notice of violation (NOV) advises the recipient that the city believes one or more violations has been committed and provides instructions for coming into compliance. The timeframes provided for compliance vary depending on the type of violation.

Compliance Check

On the identified compliance date, the city will complete a compliance check to determine if any identified violations have been corrected.

Violation Corrected

The city's goal is compliance and the priority is to ensure violations are corrected within the timeframes provided. A violation is corrected when the city code requirements have been met.

Case Closed

If no violation is found or if a violation has been corrected, the case will be closed. Closing of a case does not mean future inquiries cannot be made.

Violation Not Corrected

In some instances, it may be necessary for the city to allow an extension of the compliance date. Ultimately, if violations are not corrected, then the case moves to the citation phase.

Citation Issued

A citation (or ticket) will be issued if there is continued noncompliance. At this stage, the case is submitted to the municipal court for disposition.

Case to Municipal Court*

Possible municipal court actions:

- Order to Comply – judgment that the recipient must meet the compliance standard being requested by the city
- Fine – up to \$1,000 per day per violation
- Incarceration – up to 120 days in jail
- Dismissal – the court may dispose of a case with none of the above actions within its authority

*If a case has been through the full code enforcement process more than one time, the matter may be handled through other civil processes by the city attorney's office.

DO NOT REMOVE
 CITY OF BROOKHAVEN COMMUNITY DEVELOPMENT DEPARTMENT
 404.637.0500

STOP WORK ORDER

THE FOLLOWING WORK AT THIS SITE SHALL STOP IMMEDIATELY.

CONTACT THE CITY OF BROOKHAVEN COMMUNITY DEVELOPMENT DEPARTMENT IMMEDIATELY. FAILURE TO COMPLY WITH THIS ORDER WILL RESULT IN ISSUANCE OF A COURT CITATION TO APPEAR BEFORE THE CITY OF BROOKHAVEN MUNICIPAL COURT FOR VIOLATION OF THE CITY OF BROOKHAVEN CODE. REQUIRED CORRECTIVE ACTION:

CODE SELECTION _____ DESCRIPTION OF VIOLATION _____

City of Brookhaven Code Compliance Citation, Summons, Accusation / Warning

Brookhaven City Hall
 4862 Peachtree Road
 Brookhaven, GA 30319
 404-637-0500

REC'D BY _____ DATE _____

City of Brookhaven Code Compliance Citation Number: **03933**

NAME: _____ Citation Number: **03933**

APP: _____

Address: _____

City: _____ State: _____ Zip: _____

D.O.B: / / State: _____

Property: Renter Owner Other _____

Offense: _____

City Ordinance Violated: _____

Description of Violation: _____

Address: _____

Map & Parcel Number: _____

Reporting Officer: _____ Division: _____

You are hereby ordered to appear in Court to answer this charge on the _____ day of _____ at _____ AM/PM in the Municipal Court at 2685 Buford Highway NE, Brookhaven, GA 30324

NOTICE: Please be advised that your failure to appear before the Municipal Court Judge on the above date and time will result in a bench warrant being issued for your arrest. It is imperative that you appear for your court date as assigned.

Signature acknowledges receipt of this summons and receipt of copy of this summons.

Signature: _____ Date: _____

The undersigned has just and reasonable grounds to believe, that the person named herein has committed the offense set forth, contrary to law.

Reporting Officer Signature: _____

White - Court Copy - Pink - File Copy - Yellow - Violator Copy