

Step 1:  
Violation Noticed  
or Complaint  
Received

- Upon violation being observed by the Code Enforcement Inspector or a upon the Building Department staff being notified of a potential code violation, a formal complaint report is generated.
- Complaints may be filed via telephone at 630-553-8545 or e-mail to the Building Code Official at [pratos@yorkville.il.us](mailto:pratos@yorkville.il.us). All complaints are kept in the strictest confidence and may be filed anonymously.
- The Code Enforcement Inspector will respond within one (1) business day of the initial report.

Step 2:  
Site Inspection  
Conducted

- Once a formal complaint has been filed, the violation case is opened. The inspector investigates the complaint to determine if a violation exists. Written and photographic documentation is taken at each inspection. If a violation is not found, the case is closed.
- If a violation is found, the inspector will formally notify the property owner by (1) Personal Contact if occupant or resident home at time of inspection **or** (2) Posting of Violation Notice Placard – if the property is unoccupied or no resident is present at the time of the inspection.
- A **five (5) day deadline** is given for compliance.

Step 3:  
Re-inspection  
Conducted

- After the five (5) day deadline, the inspector will conduct a follow-up inspection to verify compliance.
- If the violation has been corrected, the case is closed. However, if the property remains in violation, a citation is issued to the property owner and scheduled for an adjudication hearing within the next thirty (30) to forty (40) days.
- At least one (1) follow-up inspection is also conducted and documented immediately prior to the scheduled adjudication hearing. More frequent inspections may be performed, depending on the case.

Step 4:  
Adjudication  
Hearing

- Depending on the state of compliance prior to the adjudication hearing and a finding of liability by the hearing officer, the City **may** request the following remedies:
  - Imposition of daily fines per property, per violation.
  - Imposition of daily fines per property, per violation and a stipulated agreement for compliance.
- If the property owner does not pay the fines by the deadline, or compliance is not met, the case may be sent to court for judicial review and request for property lien.

***Should you have any questions regarding code violations, please contact the Building Department at 630-553-8545***