

# Department of Code Enforcement

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City of South Bend

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The Mission of the Department of Code Enforcement is to ensure a safe and clean environment by upholding and enforcing the ordinances of the City of South Bend through education and communication.



# Be A Good Neighbor

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Part of being a good neighbor is properly maintaining your home and property.

Simple things like touching up peeling paint, keeping your yard mowed, picking up trash and keeping your bushes trimmed will all have a huge impact on your neighborhood!

Lead by example! No one wants to be the “dirty” neighbor!

For those neighbors that don't catch on, the Department of Code Enforcement is here to help!

# Your Code Enforcement Team



- 1 Director
- 8 Full-Time Inspectors
- 1 Part-Time Inspector
- 6 Office Staff Members

# Primary Violation Categories

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1. Environmental
2. Housing
3. Zoning

# Environmental Citation Procedure

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- Each inspector drives his or her designated inspection area, cites new violations and responds to citizen complaints.
- For all confirmed violations, the property owner is notified and given 48 hours to clean the property.
- After the 48-hour period, the inspector reinspects the property.
  - If the property has been cleaned, the case is closed.
  - If the property is still in violation, the case is sent to the Neighborhood Enforcement Action Team to abate.
    - Code Enforcement will then bill the property owner for the cleanup performed.

# Types of Environmental Cases

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Environmental citations can be grouped into five primary categories:

1. Litter (40.6% of violations in 2014) – trash, illegal dumping, appliances, tires, demolition remains, etc.
2. Tall grass and/or weeds (33.9% of violations in 2014)
3. Vegetation – Fallen tree limbs/branches, cut brush, vegetation overgrowth, yard waste, etc.
4. Graffiti
5. Snow

## Environmental Cases

	2012	2013	2014
Total Properties Inspected per Case #	17,564	16,848	17,339
Total Letters Mailed per Case #	13,021	12,599	10,985
Total Properties Sent to Crew for Abatement per Case #	3,765	6,366	4,219
Total Environmental Hearings	131	127	79

# Environmental:

## Litter and Illegal Dumping Violations



# Environmental:

## Tall Grass and Weeds / Yard Waste: Violations



# Environmental: Demolition Remains

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# Environmental: Obstruction of Traffic

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# Environmental:

Is this a Violation?

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**NO!**

Overgrown shrubs are not a violation, unless they obstruct public right-of-way

# Environmental:

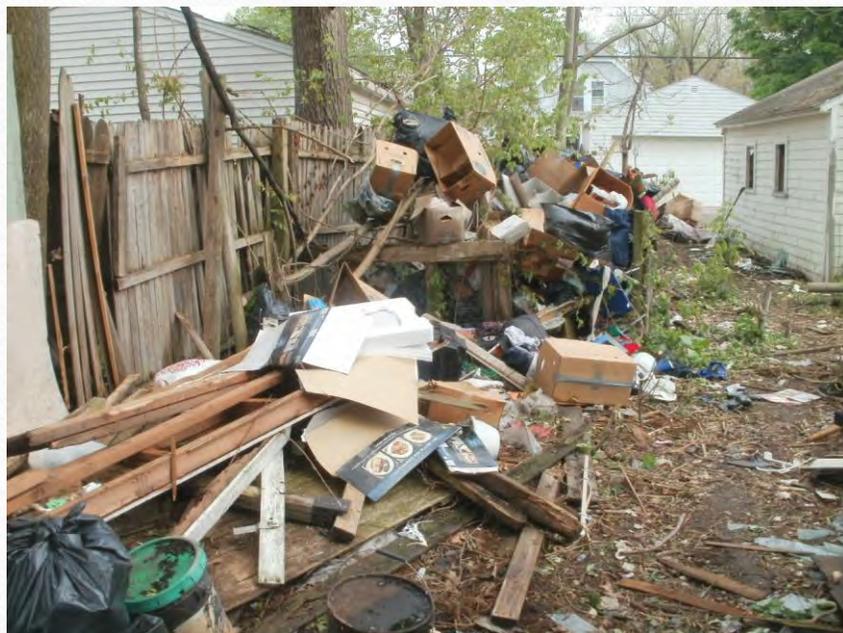
Is this a violation?



**YES!**

This is a violation of municipal code 16-53

# Neighborhood Enforcement Action Team Cleanup



**BEFORE**



# Neighborhood Enforcement Action Team Cleanup



**AFTER**



# Housing Citation Procedure

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- Each inspector drives his or her designated inspection area, cites new violations and responds to citizen complaints.
- For all confirmed violations, the property owner is notified and given between 24 hours and 30 days to repair the property.
- After the allotted time period, the inspector reinspects the property.
  - If the property has been repaired, the case is closed.
  - If the property is still in violation, the case is prepared for a Code Enforcement Hearing.
    - The property is reinspected every 30 days until verified repaired or demolished.
    - Code Enforcement may issue tickets and/or impose civil penalties to non compliant owners.

# Types of Housing Cases

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Housing violations can be grouped into three primary categories:

1. Board and Secure
2. Housing Repair
3. Demolition

## Housing Data

		2012	2013	2014
New Housing Cases		910	863	513
Closed Housing Cases		525	304	1,375
Vacant & Abandoned Activity	New V&A Properties Identified		1045	240
	V&A Cases Closed		115	477
	Demolished by City		32	295
	Demolished by Private		10	8
	Repaired by Private		29	141
	Repaired & Occupied by Private		44	33
Housing Hearings		950	1009	957
Structures Secured		447	629	222

# Housing:

## Substandard House Exterior



Siding



Roof/ Drainage System



Windows and Doors

# Housing:

## Substandard House Exterior



Chimney



Foundation



Porch

# Housing:

## Substandard House Interior



### Plumbing Fixtures

Toilets, sinks, tubs, faucets



### Surface Areas

Windows, doors, walls, ceilings,  
floors



### Electrical System

Fuse panels, receptacles, lights,  
covers

# Housing:

## Substandard House Interior



### Smoke Detection

Smoke detection equipment shall be installed in all dwelling units



### Sanitary Drainage



### Heating System

Every dwelling must be capable of maintaining a room temperature of 65 degrees F.

# Housing:

## Substandard House Accessories

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Fence



Garage / Shed



Retaining Wall

# Housing:

## Substandard Commercial Structure



# Housing:

## Residential / Commercial Demolition(s)



Question:

What is the temperature requirement for a home's cooling system?

Answer:

None! A cooling system is not required.



# Zoning Citation Procedure

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- Each inspector drives his or her designated inspection area, cites new violations and responds to citizen complaints.
- For all confirmed violations, the property/vehicle owner is notified and given between 48 hours and 10 days to remedy the situation.
- After the allotted time has passed, the inspector reinspects the property/vehicle.
  - If the violation is no longer present, the case is closed.
  - If the violation is still present, a ticket may be issued and/or car may be towed.

# Types of Zoning Cases

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Zoning citations can be grouped into 2 primary categories:

1. Abandoned Vehicle –
  - Left on public property without being moved for 72 hours
  - Left on private property without being moved for 48 hours
  - Causing an obstruction to a public right-of-way
  - Inoperable / dismantled vehicles left on private or public property
2. Parcel Misuse – ex: Basketball hoop on public right-of-way, home occupation, stagnant water, unauthorized motorized vehicle parking/storage, etc.

# Abandoned Vehicle



- Obstruction - blocking the sidewalk



- Inoperable Vehicle - on private property



- Inoperable Vehicle – on public property

# Zoning Violations



Home Occupations



Occupancy



Garage Sales

# Zoning Violations



Oversized Vehicles



Campers & Trailers



Parking Violations

# Zoning:

## Is This a Violation?

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**YES!** The white vehicle is parked facing the wrong direction.

# Helpful Tips

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- Call 311 with questions and to schedule special pick-ups. You are entitled to one free large trash pick-up per month.
- Don't place large items outside more than 24 hours ahead of its scheduled pick-up.
- On trash day, place trash can(s) in designated pick-up location and promptly remove it after pick-up has occurred.
- Loose bags of trash should always be placed in containers with lids. The city will not accept trash placed in recycling containers.



# How to Contact Us

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- General information and complaints: Dial 311
- Website: [www.southbendin.gov](http://www.southbendin.gov)
- Phone: 574.235.9486

