

Ordinance Enforcement: Processing of Complaints

The Washington Township Building Department enforces ordinance complaints. When there is a complaint, the following procedure shall apply:



1. The Enforcement Inspector receives a copy of the complaint. When filing a complaint with the Washington Township Building and Ordinance Enforcement Department, it must be in writing. The Building Department accepts faxed, mailed, e-mailed or hand delivered complaints. Include the address of the violation and the name of the person making the complaint with phone number for any follow-up questions or status report. The complainant may also include their address with permission to enter their property to view the reported violation.
2. The Enforcement Inspector views the property for non-compliance in a timely manner. Please note that ordinance enforcement is one of the many duties of the Enforcement Inspector.
3. The inspector may contact the complainant or violator on site. A violation may be issued.
4. Results of the inspection are noted and given to the department office clerk. Results are entered into the Code Enforcement Process System.
5. A violation may be mailed to the property owner giving a time limit to complete the correction. *(continued)*
This may range from 3 to 30 days, depending on

the severity of the violation and weather conditions.

6. Follow-up inspection of the site is performed shortly after the allotted period of time. If a violation is not corrected, a second notice is mailed. If the violation remains uncorrected, a letter is sent stating court action to follow if not resolved.

7. If violation is satisfactorily corrected, the complaint is then closed. (Note: future repetitive non-compliance may result in the immediate issuance of a Court Appearance Ticket.) If violation is not corrected, a Court Appearance Ticket is issued.

8. Court date set.

9. At court date: township prosecutor may issue time extension with follow-up court date, or judge rules and assesses possible probationary periods, fines, and/or penalties. (Note: jail time is a possible outcome.)

10. Emergency complaints involving health, safety and welfare have immediate priority.

Ordinance enforcement may be a lengthy process, but the end result promotes a high level of property maintenance, according to township law.

Building and Ordinance Enforcement Department provides the following informational hand-outs:

**Pools
Hot Tubs
Decks
Garages
Sheds
Fences**

Please note: The Building and Ordinance Enforcement Department cannot intervene in contractual, monetary or warranty issues. The scope of the department's authority is only to ensure that installations and/or repairs are made in accordance with applicable codes.

Building and Ordinance Enforcement Department of Washington Township

Violations • Permits • Complaints



Building Department

57900 Van Dyke Ave, Washington, MI 48094

(586) 786-0010

Email: bldginspect@washingtontwpmi.org

**INSPECTORS OFFICE HOURS: Monday - Friday
8:00 am - 5:00 pm, except holidays.**

**Did you know...
these are violations of township ordinances?**

The Washington Township Building and Ordinance Enforcement Department would like all citizens to be aware that the following violations could result in court action and possible fines:

1. Parking of unlicensed, inoperable or junk vehicles anywhere except inside of an enclosed structure.
2. Parking of recreational vehicles, including campers, motor homes and all types of trailers, anywhere in the front yard or required side yard setback.
3. Parking on grass.
4. Parked vehicles blocking right-of-way sidewalks.
5. Not clearing right-of-way sidewalks within 24-hours after snowfall.
6. Signs placed in the right-of-way, between the streets and the sidewalk.
7. Driveway approach or sidewalk replacement in the right-of-way without a permit.
8. Fences, sheds, garages, additions, hot tubs, pools and decks erected without obtaining a permit from the Building Department.
9. Structural changes and re-roofs with tear-off done without a permit. (Note: a third roof is not allowed on existing structures.)
10. Electrical, plumbing and mechanical (heating/cooling) work performed without a permit.
11. Overgrown grass, brush and weeds over 6 inches.
12. Debris around exterior property.
13. Firewood stored less than six (6) inches above the ground. *(continued)*

14. Stagnant water on property or grade work, landscaping, construction or concrete work that allows water from one property to impact an adjacent property.

15. One address or premises harboring more than four animals (dogs and/or cats). Check with the building department for animals that are prohibited.

16. Trash put out for pick-up before 7:00 p.m. of the day before scheduled pick-up. Containers must be removed after scheduled pickup.

17. Allowing rodent harborage by intentionally or unintentionally creating conditions that provide rodents with food and a place to nest. (For more information on keeping your neighborhood rodent-free, read the section that follows.)

Help for keeping your neighborhood rodent-free

Rodents are a problem that could impact an entire neighborhood. Please be part of the solution by:

1. Keeping garbage bags with foodstuffs enclosed in covered containers that have no holes. Plastic bags are not rodent-proof.
2. Keeping firewood and other natural materials properly stored at least six inches above the ground.
3. Cleaning up animal droppings daily.
4. Clearing vegetation from below decks and replacing ground cover with a thin layer of Visqueen plastic or weed fabric, covered with pea stone.
5. Not leaving pet food outdoors or storing in a garage or shed.
6. Not allowing overgrowth of weeds, grass or brush.
7. Not leaving brush or rubbish piles on the ground - dispose of grass clippings properly. *(continued)*

Without food and a place to nest, rodents will move away from the area. Proper cautious applications of poison are also effective means of eliminating rodents; please read the label and follow directions.

Questions and Answers about Permits

Q - *For what type of work is a permit required?*

A - Permits are required for the following work:

- Decks
- Fences
- Pools
- Sidewalks and approaches
- Hot tubs and spas
- Additions and sunrooms
- Sheds and garages
- Roof: tear-off and replace
- Furnaces
- Air conditioners
- Hot water heaters
- Porches
- Electrical work
- Work in the right-of-way (Macomb County Department of Roads or Michigan Department of Transportation)
- Structural home renovations
- Signs (permanent and temporary). Signs are not allowed in the right-of-way.

Q - *I have my permit, now what do I do?*

A - All permits require an inspection. Inspections need to be called in to the Inspection Line at (586) 786-0018. It is the permit holder's responsibility to ensure that inspections are called for, made and approved. Failure to call in a request for inspection in a timely manner may result in forfeiture of bonds and/or violations.

Q - *When will my inspection be made?*

A - During regular hours Monday through Friday, except holidays.

Q - *For how long is my permit good?*

A - Permits expire 12 months from the date of issuance. Work must start, however, within six months of obtaining the permit.