

**City of Madeira Beach
Community Development Department
Code Compliance
Standard Enforcement Workflow**

Purpose: To provide a clear, consistent process for handling code violations while prioritizing voluntary compliance and due process.

Enforcement Process Flow

1. Complaint Received

- Received via phone, email, online form, paper form or staff observation.
- Case assignment within 2 business days
- A code enforcement officer may not initiate an investigation of a potential violation of a duly enacted code or ordinance by way of an anonymous complaint. 162.21(3)(b), F.S.

2. Initial Investigation

- Assigned to inspector.
- Conduct site visit verify the violation.
- Create a code case in MGO; include property address, complainant details (if applicable), and description of violation(s).
- Document findings with date-stamped photos, notes, and applicable code sections.

3. Documentation

- Upload all evidence (photos, notes, prior history) to the case file.
- Verify ownership and contact information via the Pinellas County Property Appraiser.

4. Courtesy Notice of Violation

- Issued to encourage voluntary compliance.
- Property owner is provided 14 days to correct the violation.
- Specifies the violation(s), required corrective action, and compliance deadline.
- Courtesy Notice can be bypassed depending on certain factors; repeat violation, public health/safety concerns, etc.
- Staff will revisit the property after 14 days to verify compliance status
- Goal: Resolve without formal enforcement.

5. Notice of Code Violation (NOV)

- Issued if violation is not corrected after courtesy period.
- Provides 14 days to correct the violation.
- Specifies the violation(s), required corrective action, and compliance deadline.

- Served via certified mail.
- Staff will revisit the property after 14 days to verify compliance status
- Goal: Resolve without Special Magistrate hearing.

6. **Notice of Hearing**

- Notification that the case will be presented to the Special Magistrate if violation is not corrected after the NOV compliance deadline.
- Provides formal notice of the hearing date, time, and location.
- Served via certified mail and posting.
- Goal: Resolve without a lien recorded against property.

7. **Hearing & Final Order**

- Case presented to the Special Magistrate.
- Special Magistrate issues a Final Order with findings and if applicable, required compliance.

8. **Imposition of Fines & Liens**

- If non-compliant after Final Order Date: Daily fines begin accruing (e.g., \$250/day).
- A fine imposed shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for a repeat violation.
- If a special magistrate finds the violation to be irreparable or irreversible in nature, it may impose a fine not to exceed \$5,000.00 per violation.
- Request **Certification of Lien** at a subsequent Special Magistrate (e.g., Affidavit of Non-Compliance).
- A lien is recorded against the property for all accrued fines, costs, and fees.
- Continued violations may result in repeat offender fines (higher daily rate).

Key Principles

- **Voluntary Compliance First** – Most cases are resolved at Courtesy Notice or NOV stage.
- **Thorough Documentation** – Critical for hearings and liens.
- **Prioritization** – Life/safety issues, post-storm hazards, and short-term rental violations take precedence.
- **Due Process** – All steps follow Chapter 162, Florida Statutes and Madeira Beach Code.