The Code Enforcement Process and Opportunities for Compliance

Complaint
- Code enforcement (CE) receives a complaint

Knowledge
- Code enforcement sends first violation letter and contacts property owner (PO)

Education
- CE will conduct site/parcel investigation
- Inform PO of code and requirements (With no violation the case is closed)

Voluntary Compliance
- PO can bring property into compliance and end the process (Upon compliance case is closed)

Compliance Deadlines
- CE will send second violation letter with code citation and a compliance schedule (Upon compliance case is closed)

Legal Notice
- Without compliance, CE will send Notice and Order to PO
- PO can appeal to Hearing Examiner (Upon compliance case is closed)

Appeal (Optional)
- Appeal granted and case closed
- Appeal denied and PO given new compliance schedule

Civil Penalties
- Up to 60 days of compounding civil penalties (Upon compliance penalties stop compounding and case is closed)

Prosecutorial Referral
- Strive for compliance with added legal pressure, including obtaining civil judgment against PO

Abatement
- Without compliance the county can bring property into compliance
- Cost is recovered with lien against property

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Citations
Code Enforcement has the authority to issue a citation for certain violations.

A citation carries one instant $100 civil penalty, but can go up to $500 for noncompliance. In certain cases, a citation will be issued in place of a Violation 2 Letter.

Property owners have appeal rights for citations that are outlined on the citation form.

How to Look Up the Status of a Complaint
1. Visit the following web site and enter the case number or parcel number: https://aca-prod.accela.com/kingco
2. Reach the Code Enforcement message line at 206-296-6680.

How to Comply with King County Code

King County Department of Local Services
Permitting Division
Code Enforcement Section
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266
Customer Service: 206-296-6600
Code Enforcement Section Message Line: 206-296-6680

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I Have Received a Violation 2 (Vio2) Letter. What Is It?
The Vio2 Letter informs property owners that violations are confirmed on their property. It also lists which section(s) of the King County Code the property is violating. For a full copy of the King County Code, visit: http://www.kingcounty.gov/council/legislation/kc_code.aspx.

What Do I Do After Receiving a Vio2 Letter?
Learn what is required to bring your property into compliance with King County Code. You can find information about how to do this in the Vio2 Letter and by referencing the King County Code through the website listed above.

If you have questions, the best person to contact is the Code Enforcement Officer assigned to your case. You will find his or her email address and phone number in the Vio2 Letter.

Photographic Example of Compliance
Before
After

What Are My Options?
The ultimate goal is to achieve compliance with King County Code. Code compliance is primarily achieved through a voluntary process or a legal process.

Voluntary Compliance
Voluntary compliance can be accomplished by working with your Code Enforcement Officer and following the compliance schedule outlined in your Vio2 Letter. You also have the option to enter into a Voluntary Compliance Agreement.

Legal Process / Notice and Order
If you choose not to follow the compliance schedule outlined in the Vio2 Letter, or if you do not believe your property is in violation of King County Code, the next step for your case is a legal notice to comply, also known as a Notice and Order.

Notice and Order
The Notice and Order is a legal document that is recorded against your property title. The Notice and Order will include:

- A list of violations on the property
- A compliance schedule
- An outline of civil penalties for noncompliance

Notice and Order Appeal
The Notice and Order appeal process gives you an opportunity to challenge the determination that violations exist on your property. Appeals must be received by the department by the deadline specified in the Notice and Order to be considered timely.

Un timely appeals will be submitted for dismissal. Upon dismissal, you must come into compliance by the deadlines specified in the Notice and Order. Civil penalties accrue for noncompliance.

A helpful guide to the appeal process is included with your Notice and Order.