



# Hertford County

## INSPECTIONS & ZONING DEPARTMENT

P.O. Box 424

Winton, NC 27986

Phone: (252) 358-7814 • Fax: (252) 358-1241

## Complaint Procedure

- Complainant/Representative or County Employee completes a Complaint Report Form and submits to Hertford County Building Inspections/Code Enforcement Office.
- A site visit is scheduled and the Code Enforcement Officer visits property and documents issues, takes photos and determines if the property is in violation of Hertford County Ordinances.
- If found in violation, a letter is sent to the owner(s) of the property in violation explaining what deficiencies were found, general statutes, how to contact the Code Enforcement officer with plans for correcting the issue, and a time frame of 30 days in which to contact the office by.
- After 30 days, if property owner has not tried to correct the problem(s) or contact the Code Enforcement Office, a second notice is sent out referencing the date original notice was sent out and violations present at the property. Property owner is instructed to contact Code Enforcement Office promptly with plans to correct the violation.
- A third letter sent by certified mail notifying property owner, is sent out after an additional 30 days explaining that a citation and penalties will be assessed if no attempt is made to correct issues at property and contact the Code Enforcement Office within 10 days of receipt of letter.
- Code Enforcement Officer may issue an Order of Corrective Action and a citation for noncompliance.