

ADMINISTRATION OF THE RENTAL DWELLING PERMIT PROGRAM

An application for each dwelling unit occupied is submitted to the Health Department on a form prescribed by the Board of Health accompanied with the \$100 license fee.

Application is not considered to be made unless both application and fee are submitted.

The application is reviewed and approved or disapproved. If disapproved, it is returned to the property owner with instructions for completing accurately and in full.

Dwelling units are arranged alphabetically by street. The streets are then divided by the per cent, per number of code officials to inspect. For example, if there are three inspectors, that equals (33%) thirty three per cent for each. With the alphabetical list, a line is drawn to separate each per cent of the list, per each inspector.

An initial inspection is conducted every two years and each inspector is rotated.

An inspection is scheduled with the landlord, agent, or tenants, giving the tenants a minimum of twenty-four (24) hours notice prior to inspection unless waived by the tenant or occupant.

If a complaint is waged, an inspection will be conducted addressing only the issues of the complaint, unless it is within two months of the regular inspection. Being so, a full inspection will be done and counted as the biannual inspection that would normally occur.

When there are no violations or compliance has been achieved, a dwelling permit is issued.

The permit is renewed each year by submitting a current application and the appropriate fee to the Health Department.

RENTAL LICENSE PROGRAM

PERSONNEL	SALARY	FRINGE	TOTAL
Inspector # 1	26,895.00	18,450.00	45,345.00
Inspector # 2	26,895.00	18,450.00	45,345.00
Inspector # 3	26,895.00	18,450.00	45,345.00
Supervisor	31,955.00	20,029.00	51,984.00
Animal Control Officer	27,195.00	12,500.00	39,695.00
3 Seasonal Weed Control Staff	26,740.00	8,400.00	35,140.00
	166,575.00	96,279.00	262,854.00
3 Vehicles @ \$15,000 each		45,000.00	
3 Digital cameras w/case, batteries and memory cards @ \$500 each		1,500.00	
3 Laptop computers @ \$1,500 each		4,500.00	
Office supplies (forms, rechargeable flashlights, copy charges, uniforms, etc)		5,000.00	
Special inspection training		3,000.00	
International Property Maintenance Code Books for owners, 500 copies @ \$25 each		12,500.00	71,500.00
			334,354.00