

## **Glendale Code Compliance Program Information**

The Glendale Code Compliance program was established as a means to increase the safety of all buildings as well as insure the proper maintenance of all properties in Glendale. Code compliance inspections are required of all “improved” (properties with a building) including all residential and commercial properties prior to their sale or transfer. A property may not be sold unless a valid Certificate of Compliance is first obtained from the City.

The process begins when an owner decides to place their home or building up for sale. The owner must submit a [Code Compliance Application](#) and pay the appropriate fee as outlined on the form. Owners may mail or drop off the completed application and fee to the attention of the Code Compliance Inspector.

Once received, you will be contacted to schedule the inspection. Appointments are typically scheduled at either 10:00am or 2:30pm Monday through Friday. Every attempt is made to schedule the inspection at your convenience.

Inspections may also be arranged with your Realtor or another family member. We can also gain access to your home or building by means of a “lock box” if one is provided by your real estate agent. This is often a convenient and preferred method which simplifies the inspection process.

Owner(s) selling a property “As Is” or who do not have the financial means to make the necessary repairs may transfer the responsibility of the corrections onto the Buyer(s) provided the buyers are willing to accept the responsibility of making such repairs. If this is the case, an [Assumption Agreement Form](#) must be completed and signed by both parties and returned to the attention of the Code Compliance Inspector.

The inspection consists of an interior review of the building, plumbing, electrical and HVAC and life safety systems in your home and their conformance with applicable City and State Codes. We also look for work done without proper permits and inspect the exterior for any violations relating to city Property Maintenance Ordinances. A listing of the most common violations may be found on the [Code Compliance Checklist](#).

When violations are found, a Statement of Non-Compliance is produced and sent to you outlining all items needing correction. Corrections must be completed within 30 days of the inspection date. Owners may request additional time by contacting the Inspection Department at 228-1711. Determinations are made on a case by case basis.

Once all corrections have been made, owners must contact the City to schedule a re-inspection. If a permit was required for any of the work, owners should call (414) 228-1708 to schedule a re-inspection. If no permits were required, please call (414) 228-1711.

Once a property is inspected and passed, a Certificate of Compliance is issued. The certificate is valid for a period of 12 months from the date of issuance.

Prior to or at the time of your closing, the Title Company will require you to provide them with a valid Certificate of Compliance. Your closing may be delayed or cancelled without this document.

For further questions, please contact the Building Inspection Department at (414) 228-1711.