

FREQUENTLY ASKED QUESTIONS

How may I file a complaint?

- Complete the online complaint application using the following link:

<https://www.pasquotankcountync.org/code-enforcement>

Are complainants required to identify themselves?

- The applications must be completed in its entirety, including contact information for the applicant.

What are the enforcement procedures?

Generally, the enforcement of codes may occur on both a reactive (complaint from a community source) and a proactive basis (initiated by the inspector based on immediate danger). There are, however, several of violations that are enforced after a complaint is received. These include Zoning Ordinance violations, and Nuisance Code violations occurring in enclosed rear yards. Our goal is to encourage both owners and tenants to voluntarily eliminate any violations that may exist so that Beaufort remains a town in which we can be proud to live. When a code violation is reported, we open a complaint and work towards resolving the violation through a process of education, inspection, and notices. Continued violations are followed by progressive enforcement. The process generally follows this sequence:

- Complaint received
- Investigation/ Finding of Fact conducted
- Inspection possibly conducted
- Notice provided to the violator allowing time for correction
- Re-inspection of the site conducted
- 2nd Finding of Fact if needed / Order for Abatement

- If required, a second notice
- *Notice of Hearing if required
- Civil Citations are issued if a violation is not corrected (fees and fines)
- Criminal prosecution is filed only if appropriate if not corrected after a citation
- Abate (violation removed by City contractor) and lien (fees and fines)

Category #1 - Urgent complaints should be processed within 24-48 hours

- Life or death situations
- Urgent safety matters that could immediately harm life or pose an immediate danger

Category #2 – Important complaints should be processed within 5-7 business days

- Possible violations which could cause harm or property damage in the near future but not immediate harm or danger
- Issues that may fall under a nuisance violation

Category #3 – Complaints received that should be processed within 10-14 business days

- Possible violations which may eventually cause harm to others, decrease property value, eventually cause a nuisance, or cause property damage in the future but not immediate harm or danger

How do I know if I have a violation on my property?

Generally, a citizen can find the violation information on the code enforcement website using the Common Violation Report Information or the Zoning Ordinance found under the links on the website.

What happens if I have a violation?

The violation will need to be corrected. Details regarding the requirements are listed in the ordinance. If you receive a letter, the details are also provided in the letter.

What can I do if I get a notice and do not understand the violation?

Contact the Code Enforcement Officer using the information on the website. Use Contact Us on the website or the Code Enforcement application found on the website.

What if the property is a rental?

For common violations, Code Enforcement will typically try to encourage voluntary compliance from the resident of the property and/or the property owner. In the event the resident does not voluntarily comply, the Code Enforcement Officer will notify the owner of the property as recorded with the county assessor's office. A Courtesy Notice will be issued to the property owner.

Zoning Enforcement Process

