



FLAGLER COUNTY



CODE ENFORCEMENT

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FOR CODES AND ORDINANCES



ABANDONED STRUCTURE PROCESS



(FCC-Article X, Unsafe Building Abatement Code, Sec 8-301)

Identify an abandoned structure property (can be fire structures, dilapidated) health & safety concerns

Get the property owners information from the Property Appraiser, Tax Collector, and Clerk of Courts

All documents are sent by certified mail - return receipt to the owner.

1. Issue and abatement order for Article X, explaining the violation to the recorded owner, giving 10 (working) days to respond, mail and post on property with photo taken. If no response,
2. Issue a warning notice by mail, post on property w/photo taken giving another 10 days to respond.
3. No response, contact building department to have an inspection done of the property and post property unsafe, w/photo taken of the posting.
4. The Building Official will do a 352 letter itemizing all violations on the structure (what needs to be corrected, or brought up to code on the structure). If items identified are too numerous to itemize, options include removal of structure or obtaining services from a Licensed design professional.
5. Once code receives the 352 letter, I will do a Code Enforcement Inspection report given all actions required with a deadline to have the structure repaired (permits required) or removed by a certain date (that date is 60 working days from the inspectors 352 letter). Mail and post w/ photo taken both the 352 Letter and Code Inspection report.
6. Now when the deadline has come (60 working days) a Certificate of Unsafe Structure will be filed with the Clerk of Court, and the bidding process will begin.
7. **All Contractors** who are on the county bid list, all prequalified before being placed on the list.
8. Contractors are notified via email of a site visit (Request for Quote), which is a mandatory meeting @ the site to show what all needs to be done and any questions they have will be answered at that time where all contractors can hear. All contractors must sign in after they view the site they have 7 days to return a quote. No quote is accepted after the 4:00pm deadline date.



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9. The county does a local preference of 5% for Flagler County Contractors. Then I will have a purchase order done, notifying the contractor that they were awarded the bid. Reminding them that all permits need to be applied for and issued before starting the demolition. Contractor has 45 days to complete project.
10. Once the demolition is complete, I will go to the property site to see if the job has been done to the details on the request for quote email. When the details have been completed the contractor will have to contact the building department for a final inspection.
11. When the final inspection has passed, the contractor will send an invoice to us and we will process it through purchasing.
12. At the time of paying the invoice a Special Assessment Lien is filed in Clerk of Courts for recovery of costs,(Demolition, mileage, postage, recording fees, legal fees, department fees).Sec. 8-421
13. When Special Assessment Lien is recorded, copies of all paperwork are sent to the owner. Owners can make payments to the Clerk of Court with interest to pay off the lien.
14. When a lien is paid in full, a Satisfaction of Unsafe Structure Special Assessment lien is filed with the clerk and the case is closed.

COMPLETED CASES

