

What are the responsibilities of our Code Enforcement (CE) Officers?

- The City of Monroe Code Enforcement Division is responsible for preserving the quality and value of public and private property by standards that it must be maintained in a safe and sanitary condition.

What is Minimum Housing?

- Minimum housing is the protection of the health, safety and welfare of the residents and to establish minimum housing standards for the initial and continued occupancy of all buildings used for human habitation.
- If dwellings fail to fully comply with all the minimum standards for housing fitness, and present one or more conditions which are unfavorable to the public health, safety and general welfare. Such conditions, if not corrected, can lead to deterioration and dilapidation of dwellings which render them unfit for human habitation.
- Declare dwellings which are unfit for human habitation due to deterioration or dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, lights and sanitary facilities, and due to other conditions rendering such dwellings unsafe and unsanitary, dangerous and detrimental to the health, safety and morals, and otherwise inimical to the welfare of the residents.
- Deteriorated, a dwelling that is unsafe for human habitation and can be repaired, altered or improved to comply with all of the minimum standards at a cost less than 50% of its physical value, as determined by the CE Officer.
- Dilapidated, a dwelling that is unsafe for human habitation and cannot be repaired, altered or improved to comply with all minimum standards at a cost over 50% of its physical value, as determined by the CE Officer.



Standards Enforced by Code Enforcement

Dwellings that are declared to be deteriorated or dilapidated due to the following Minimum Housing conditions:

- Structurally sound
- Plumbing
- Electrical
- Heating
- Light & Ventilation
- Space, use, and location
- Safe and Sanitary Maintenance
- Insect, rodent, and infestation controls
- Water closet, hand lavatories, and bath facilities
- Minimum floor area for sleeping purposes

Can I remain anonymous when registering a complaint?

Yes. The City of Monroe does not require that you provide any personal identifying information when registering your complaint. It should be noted that any information provided to the department, including names, phone numbers, or email addresses, are subject to the Public Record Laws of the State of North Carolina and must be provided to anyone who requests the information. If you wish to remain completely anonymous when making your complaint, do not provide any of this information when registering the complaint.

How does the Minimum Housing Process Work?

Action on a specific violation may be initiated by filing a petition to the City or by observation of a CE Officer.

- A petition must be filed with the CE Officer and signed by at least five residents of the city, stating the dwelling is unfit for human habitation.
- The CE Officer conducts the initial inspection and determines whether or not there is a violation.
- If a violation is determined, the CE Officer will send a minimum housing Notice of Hearing to the owner, stating the complaint and date and time of the hearing.
- The hearing is held in City Hall with the owner and the CE Officer.
- The CE Office records his findings and facts from the hearing, and gives an order to repair or demolish to the property owner. The owner is given 90 days to correct the violation. A case shall be posted on the main entrance of any such dwelling, a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."
- After the 90 days, the CE Officer will conduct a re-inspection.
- If during the re-inspection the dwelling is found to be in compliance, the case will be closed. If the dwelling is found out of compliance, the case will be taken to City Council for a decision to proceed with repairs or demolition.

During the enforcement process the City makes every effort to work with the tenant/property owner who is in violation to establish a successful compliance plan. The goal of Code Enforcement is to achieve voluntary compliance with the effected code.

What is the Owner and/or Occupants responsibilities:

The responsibilities of the owners of dwelling units and of the occupants of the dwelling units shall be as follows:

- **Public spaces**—Owner maintains a reasonably clean and sanitary condition, shared or public spaces of the building
- **Cleanliness**—Occupant shall maintain a clean and sanitary condition for the area that they occupy and control
- **Infestation**—Occupant is responsible for the extermination of insects, rodents; owner is responsible for extermination if this is consequence of a violation of the standards of fitness
- **Rubbish and garbage**—Occupant is responsible for disposing of his rubbish and garbage in a clean and sanitary manner
- **Plumbing**—Owner must provide adequate operable plumbing facilities; occupant is responsible for reasonable care in the use of the facilities in a clean and sanitary condition
- **Heating**—Owner must provide adequate operable facilities and appliances supplying heat throughout the dwelling; occupant is responsible for reasonable care in the use of the facilities and appliances
- **Care of premises**—No occupant shall destroy, deface, or impair any of the facilities or equipment of the owner on the premises which they occupy and control. Willful destruction of the premises by the occupant shall be deemed legal grounds for eviction
- **Every owner shall remain responsible for violations of responsibilities imposed upon him by our CE officers, although a similar responsibility is imposed upon the occupant**

What do I do if I received a notice of violation from Code Enforcement? How can I report a suspected violation?

If you have any questions about what is required of you to achieve compliance contact the officer assigned to your case. The officer's name is listed at the bottom of the notice you received. The goal of Code Enforcement is to provide a clean, healthy and safe environment for those who live and work in the City of Monroe. The City recognizes that this goal is most effectively achieved through the education of and cooperation with the citizens of Monroe. Suspected violations should be reported to the Code Enforcement Division at the information listed below:

Code Enforcement Contacts:

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Code Enforcement Officer
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Code Enforcement Division

Minimum Housing



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