

City of Goldsboro



City of Goldsboro
Inspections Department
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Minimum Housing

Minimum Housing Procedure:

1. **Inspection: Reason for Inspection**

- Tenant Complaint
- Citizen Complaint
- Government agency request/complaint

Action: Inspector performs an inspection of the property for Minimum Housing code violations. Fills out a finding of fact sheet and photographs the property.

2. **Contact Letter**

- The owner is mailed a copy of the code violations by certified letter and is requested to meet with the inspector within 15 days of receipt of the letter.
- All out of state property owners will receive photos of the property along with the code violation sheet.

- Failure to contact the inspector or failure to make repairs within the 15 days will cause the sending of a Phase 1 notice.

3. **Phase I-Hearing Notice**

- The owner is notified by certified mail that a hearing will be held for the purpose of repair. This is scheduled 15 days from the return of the receipt of the letter.
- The hearing is an opportunity for the owners to meet with the inspector and discuss a plan of action for the repairs of the structure.

- Failure to appear will cause the sending of Phase 2.

4. **Phase II**

- The owner is notified by certified mail that he/she has 90 days from the receipt of the letter to bring the structure into code compliance.

- If the owner fails to comply with the order of Phase 2 then a Phase 3 notification will be sent.

5. Phase III

- The owner is notified by certified mail that he/she has 30 days from receipt of the letter to bring the structure into code compliance.
- If the owner fails to comply with the order of Phase 3 the following steps are taken:
 - A. The city has the attorney do a full title examination
 - B. The city will request a bid for removal of any and all asbestos present. A cost estimate will also be requested for demolition of the property.

6. Last Chance Letter

- The owner and all parties of interest are notified by certified mail that they have a last opportunity to repair.

- If the requirements of the last chance letter are met the owners will have an additional 6 months to bring the structure into code compliance.
- Failure to comply with the requirements of the last chance letter will initiate condemnation.

7. Condemnation

- After all 3 phases of the ordinance have failed including the last chance letter. The ordinance requires that the property be brought before the City Council for the purpose of condemnation for demolition.

8. Demolition

- The City of Goldsboro has funds in place to demolish structures, if necessary, and collect expenses from the owner as set forth in the North Carolina General Statutes.

Minimum Housing Permit:

- Any and all repairs being made to a structure that is written up in Minimum Housing with the City of Goldsboro will be **required to purchase a Minimum Housing Permit.**
- A Minimum Housing application will need to be filled out and returned to the Inspections Department for approval.
- Permits must be obtained before any work/demolition can be performed.
- Periodic inspections must be called in during 6-month permit period in order to retain valid permit status.

- If the inspector finds additional code violations requiring work to be performed on electrical, plumbing or mechanical (heating and air) systems, then the appropriate licensed contractor must obtain permits.
- Contractor must obtain permits before any work is performed.

Fee:

- The permit fee for Minimum Housing will be a cost of \$65.

Permit fee \$50

Technology fee \$ 15