



Code Enforcement Division

Landlord Permit Program

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March 4, 2015

Program Overview

- Landlord permit used to identify non-owner occupied properties in single family neighborhoods and actively enforce city ordinances commonly associated with non-owner occupied properties.
- Motivates owners/agents to take an active role in ensuring tenants maintain their home and property in a manner conducive with a single-family neighborhood.

- By applying for a permit, the owner agrees to allow for inspection of the unit for violations including violations of the housing code. (With consent of the occupant or warrant).

Program Overview

- Permit is required when a home is occupied by someone other than the owner in the following zoning districts:
 - RSF 1-4
 - RC
 - Properties zoned PD after July 14, 1980
- Properties within the University Context Area and parking overlay districts also require a parking plan.

- Requirements of the owner include:
 - Obtain a permit prior to occupying a unit or within 30 days of notice from the city
 - Appointment of an agent within Alachua County (If owner resides outside of county)
 - Maintain a list of tenants and make the list available to the city

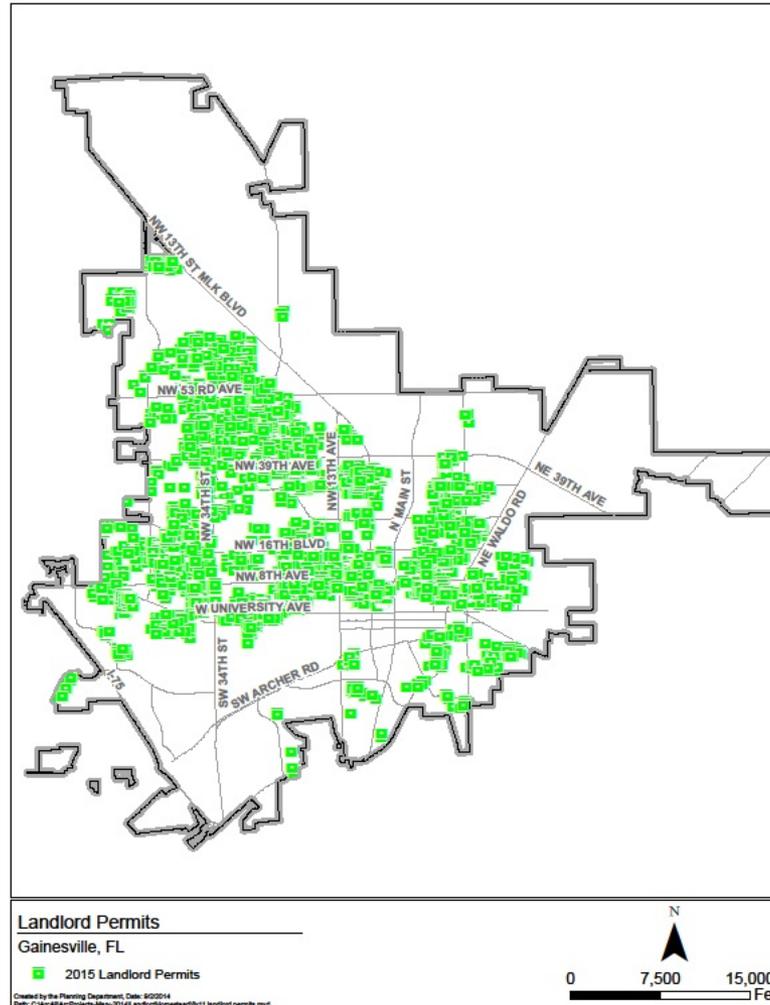
Program Overview - Administration

- July and August – Staff mails current permit holders renewal notices and all other non-homestead properties within RSF1-4, RC and PD zoning districts permit information and applications.
- Beginning in August, staff reconciles renewals and applications that were returned and begins researching those that were not.

Program Overview - Administration

- If any of those not returned appear to require a landlord permit, owners are sent notices including the tiered fee/late fee schedule. The fee increases from the first day late through the 15th day, day 30, day 60, and day 90.
- Once the delinquent notice expires, any remaining that staff can verify require a permit are processed for a hearing before the Special Magistrate.

Program Overview

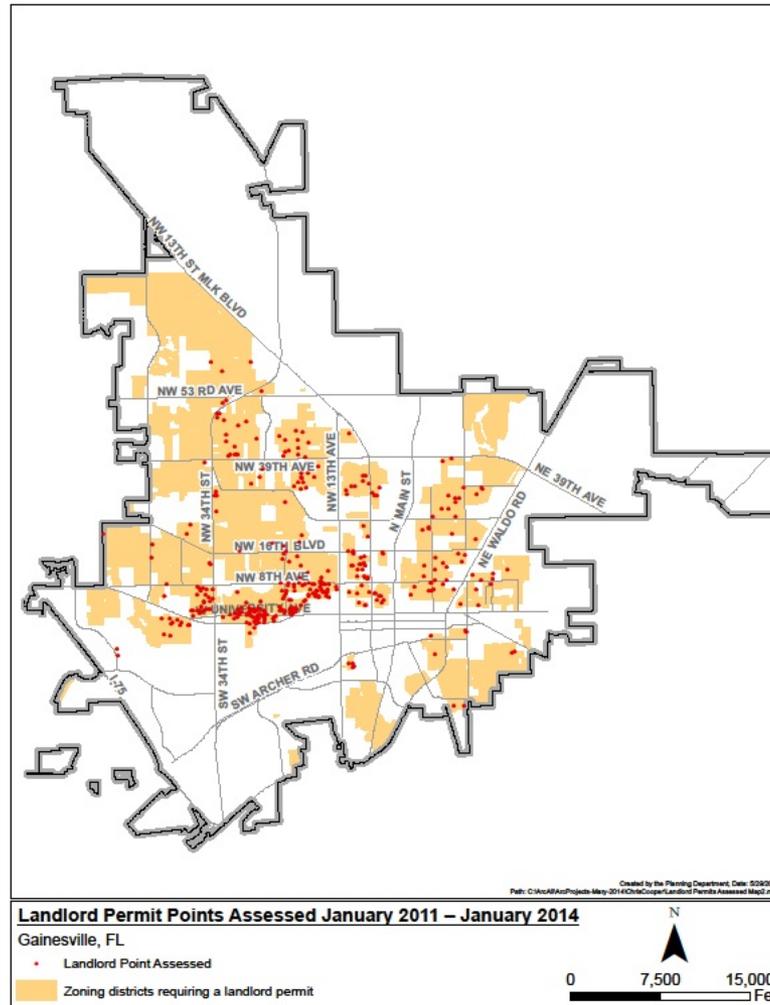


Program Overview

- Point System – Points assess for warnings or citations for the following violations:
 - Noise (occupant)
 - Animal Control (occupant)
 - Solid Waste Issues (occupant)
 - Over Occupancy (owner)
 - Yard Parking (occupant)
 - Yard Maintenance, Junk, Trash and Debris (occupant)
 - Hazardous Conditions (owner)

- Notice sent to owner or agent for each point assessed.
- Accumulation of six points in three year period may result in revocation.
- Owner may appeal revocation.

Program Overview



Program History

- 2003 – Point system established. Allowed six points per year and notice was provided every three points. Revocation determined by a hearing officer.
- 2003 – Fee was increased and a reduced fee for Enterprise Zones was established.
- 2006 – Fee study resulted in fee increase.
- 2006 – Notice for each point assessed.

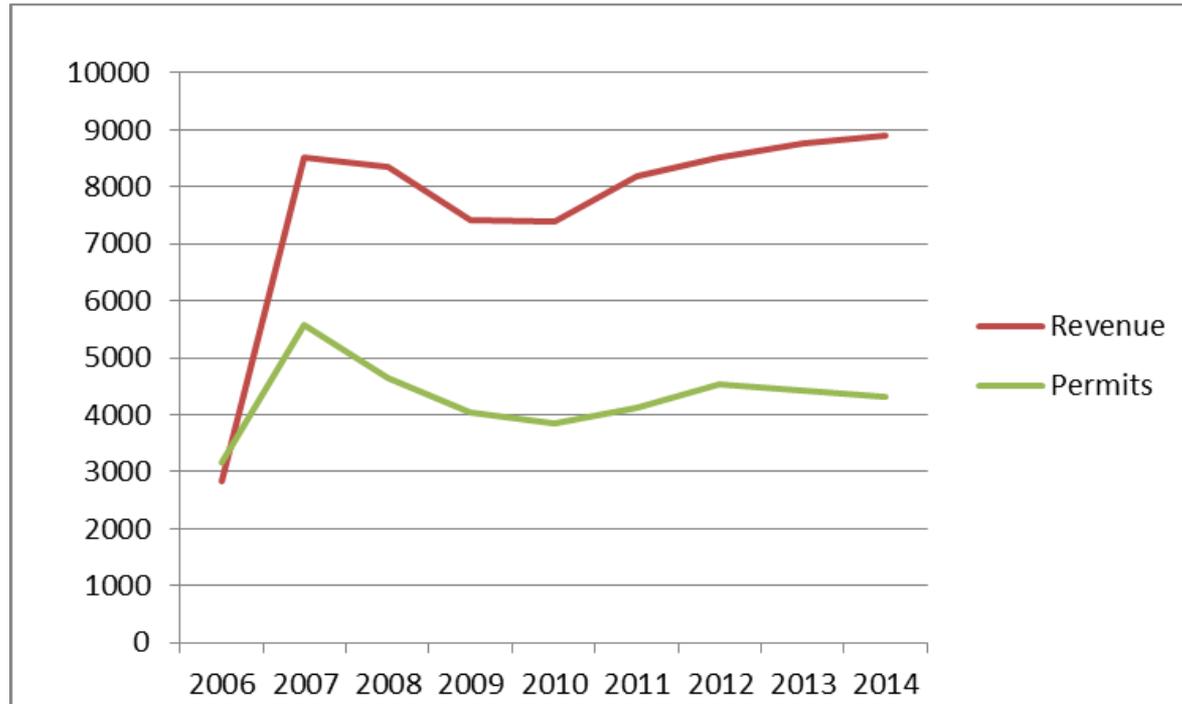
Program History

- 2007 – Fee reduction or relief for charitable landlords was considered but no action was taken.
- 2007 – Points valid for three years. Permit year changed to August 1 – July 31. Hearing officer's role for revocations reduced to appeals.
- 2010 – New late fee tier added to cover 1-15 days late.

Program History

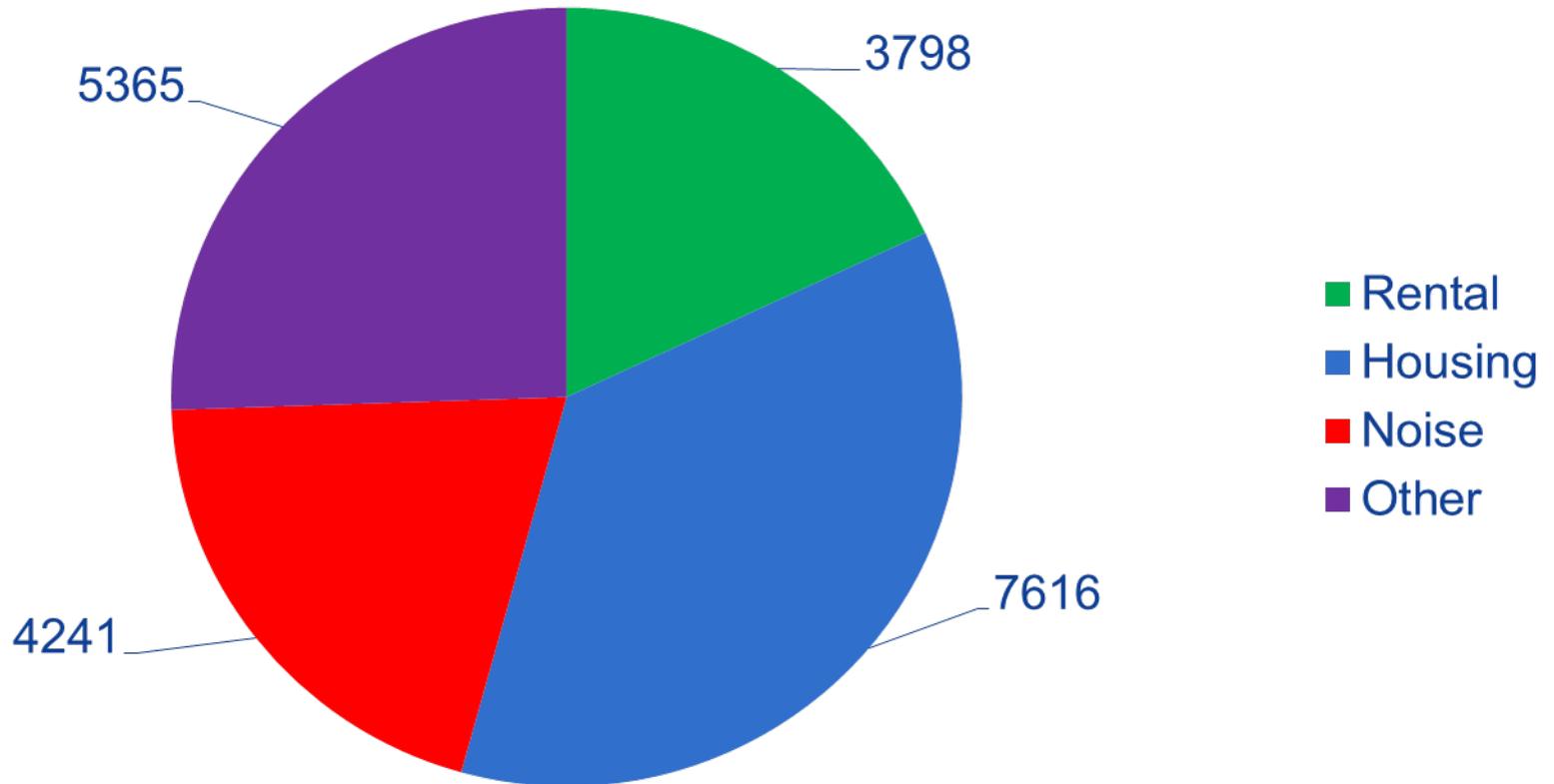
- 2011 – Criteria added to clarify when fines shall stop accruing and authorization to use small claims court for delinquent fee collection.
- 2011 – Semi-annual prorated fee added for permits obtained after February 1.
- 2009 – 2013 – No increase in fee.
- 2014 – Clarified the definition of a dwelling unit.

Program History – Permits and Annual Revenue



- 2006/2007 – Fee study implemented and program administration moved to Code Enforcement.
- 2008 – Permit year change included prorated permit and full fee permit during same fiscal year.

Cases 2009 - 2014



Possible Recommendations

- Discuss the permit fee
- Implement a single late fee increase
- Return revocation process to hearing officer (Special Magistrate)
- Implement ability to transfer permit to new owner (permit stays with property)
- Clarify how to enforce and verify relative occupied properties