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Community Development Department
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CODE ENFORCEMENT POLICY

Revised: 04/2019

Policy Statement

The mission of the Building Department and Code Enforcement Team is to safeguard the health, safety and general welfare of the public within the Town of Vail. They are also tasked with preserving the quality of life and contributing to the economic development of the town. Through education and enforcement of the adopted construction codes and standards, success can be achieved.

The Code Enforcement process is used to achieve two major goals:

1. Obtain compliance with adopted codes and standards and provide safe construction practices within the community, and;
2. Provide a deterrent and achieve accountability for not obtaining the proper building permits.

The method for code enforcement is a two-fold process, administrative and enforcement.

- Administrative Process: The Chief Building Official, in accordance with Section 115 of the International Building Code (IBC), may issue Stop Work Orders and require the violating party to obtain compliance including investigative fees and permits.
- Enforcement Process: Code Enforcement Officers (CEO's) may issue warnings and/or citations for working without permits as they do for other Town of Vail municipal code violations.

Both processes shall work in conjunction with each other and there will be required communication links between the two. Neither process shall be deemed to inhibit the other.

Departments Affected

Community Development
Police Department – Code Enforcement Division

Purpose

This policy establishes and details the procedures to effectively administer and enforce code compliance.

Procedures

Initialization of Complaint

1. A complaint is filed with police dispatch of illegal construction/work without a permit. The complaint may be filed by any citizen, but if it is received within Community Development, the Chief Building Official or representative will contact police dispatch and relay the complaint.
2. CEO is dispatched.
3. CEO will investigate and gather evidence to determine if a violation is present. If no permit is present, CEO shall contact Community Development for assistance with determination.
4. If no violation is found – case closed.
5. If violation is found, administrative and enforcement processes are initiated.

Administrative Process

1. CEO contacts Community Development to confirm a violation and provides all evidence gathered during investigation (e.g.: type of violation, address, photo(s), person(s)/contractor/company cited, complainant information, etc.).
2. Chief Building Official or representative delivers/posts Stop Work Order at site.
3. Stop Work Order and Contractor Disciplinary policy steps are followed.

Enforcement Process

1. CEO will issue warning or citation utilizing the standard Town of Vail Police Department protocol.
2. If citation is issued, court processing followed.
3. Any/all court judgment is final.

All correspondence relating to code enforcement cases of any kind shall be uploaded and stored in the corresponding permit file within the electronic permitting software system, if such file exists.