

## Inspector's Assigned Neighborhood Association Areas

**David Swatek** – Brook Oaks, Sanger Heights

**Becky Coggins** – Cedar Ridge, North Lake Waco, North Waco

**Crystal Campbell** – Baylor, Oakwood, Timbercrest

**Dennis Hovde** – Carver, East Riverside, Technology Village

**Gary Moore** – Austin Ave., Brookview, Heart of Texas

**Hector Torres** – Brazos, University

**Jerry Forrest** – Parkdale / Viking Hills, West Waco

**Brad Benson** – Alta Vista, Kendrick, Richland Hills

**Vernon Fulbright** – Dean Highland, Landon Branch, Mountainview

**Juan Lopez** – Zoning Officer; entire city

Para asistencia en Español sobre Code Enforcement  
por favor llame al  
**(254) 750-5971 - Melissa Cervantes**  
**(254) 750-5973 - Martha Patterson**

## Address Identification

The Waco Police Department, Fire Department and Rural Metro Ambulance Services need your help so that they can locate your home in case of an emergency.

Please make sure your home residence is clearly marked with your address number at a minimum of 4 inches tall and 1/2 wide and is clearly visible from the street or road. This is not only required by local building codes, but it can help us save lives.

## How Can I help?

Organize a neighborhood clean-up project. It can be a lot of fun and a great way to meet your neighbors. Remember to help out elderly or disabled neighbors. People of all ages can encourage one another to keep their neighborhoods looking great.

Of course, not everyone understands the importance of keeping our city safe and clean. Please report violations or problems before they get out of control.

## How do I report a violation?

You can call the City of Waco Inspection Department at **750-5970** to report a violation. Office hours are Monday thru Friday, 8 a.m. - 5 p.m.

Inform the operator of your complaint such as high grass / weeds, trash in the yard, junked vehicles, or substandard structures, etc. Please provide the complete address of the property.

## How long do I have to correct a violation?

|                         |              |
|-------------------------|--------------|
| High Grass / Weeds      | 7 - 10 days  |
| Junk and Litter         | 7 - 10 days  |
| Open Storage            | 7 - 10 days  |
| Junk Motor Vehicles     | 30 - 45 days |
| Green Tagged Structures | 30 - 90 days |
| Red Tagged Structures   | 30 - 90 days |
| Substandard Structures  | 60 days      |



**Code Enforcement Division**  
401 Franklin  
P.O. Box 2570  
Waco, TX 76702



City of Waco  
Code Enforcement  
**(254) 750-5970**  
www.waco-texas.com

## Our Mission

The mission of the Code Enforcement Division is to provide citizens with a safe, healthy and attractive work and home environment. Code Enforcement Officers are authorized to enforce city ordinances relating to dangerous or substandard buildings and environmental health issues.

### Junked Motor Vehicles

The Code Enforcement Division investigates junked motor vehicles parked on "private" property, and the Police Services Division investigates junked motor vehicles parked on "public" property (alleys, across public sidewalks, rights-of-way, etc.).

As defined by City Ordinance, a "junked motor vehicle"

- Self-propelled
- Does not lawfully have attached to it an unexpired license plate and valid motor vehicle inspection certificate
- Wrecked, dismantled, partially dismantled, or discarded
- Remained inoperable for more than 30 consecutive days

### Junk/Litter/Open Storage

Typical violations include accumulation or storage of unsightly or unsanitary materials.

- Junk/garbage
- Wood debris
- Building/fencing materials
- Indoor furniture
- Appliances
- Tire/Car parts
- Tree limbs
- Offensive material

### Front Yard Parking

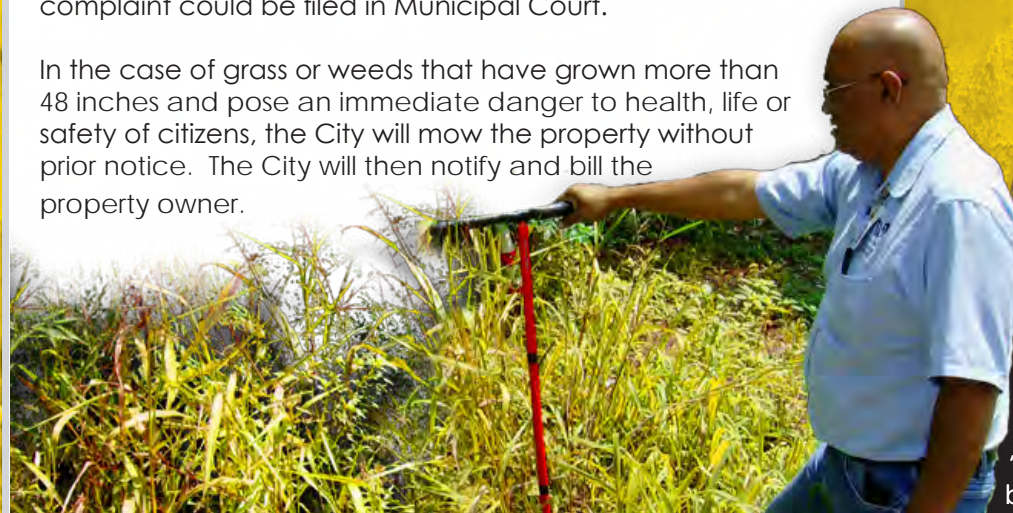
City ordinance prohibits vehicle parking in the front yard unless the vehicle is parked on a hard surface. Vehicles found illegally parked are issued a citation immediately unless there are special circumstances involved.

### High Grass/Weeds

High grass/weeds are a fire hazard and provide a haven for breeding mosquitoes and rodents. Grass/weeds growing higher than 12 inches are a violation. Violators are issued a written warning in person or by mail within 7 days to eliminate the excessive growth.

Owners may be issued only 1 notice within a 365 day period. If the property is in violation within 1 year of the initial notice the City may mow the property with no further notice and bill the owner. If the property owner fails to comply with the notice, a complaint could be filed in Municipal Court.

In the case of grass or weeds that have grown more than 48 inches and pose an immediate danger to health, life or safety of citizens, the City will mow the property without prior notice. The City will then notify and bill the property owner.



### Substandard Structures

Code Enforcement manages problems related to substandard residential structures deteriorating from lack of maintenance as well as commercial and industrial buildings.

A residential or nonresidential structure is considered substandard when it does not meet the standards or specifications established in the International Property Maintenance Code. The I.P.M.C. sets standards that require all structures to comply with Building, Plumbing, Electrical, Mechanical, and Energy Codes.

The lowest level of code enforcement is referred to as "60 - Day" repair. Items often addressed are minor including peeling paint, missing window and door screens and rotted wood. Required repairs are sometimes more extensive such as the repair of a leaking roof or foundation failure. The 60 - day program allows the owner/occupant to occupy the structure while repairs are being made.

If the owner is given 60 days to make the repairs, the Code Enforcement Office routinely monitors the location to determine in any work has commenced or if sufficient progress is being made.

If the structure is found to be substandard and unfit for human habitation it can be "green tagged" or "red tagged." The case is scheduled for a hearing before the Building Standards Commission (BSC).

Code Enforcement Officers compile surveys and investigate complaints concerning:

- Dangerous buildings
- Substandard structures
- Grass and Weeds in excess of 12 in.
- Accumulations of trash/debris
- Illegal dumping
- Junked motor vehicles
- Unsanitary, hazardous or detrimental conditions
- Basketball goals in the R.O.W.