

Leon County Development Support and Environmental Management

Compliance Certification Letter – Resolution R15-37

Frequently Asked Questions

Compliance Certification Letter Fee – Frequently Asked Questions.

This is in regards to Resolution R15-37, which establishes a Compliance Certification Fee of \$90 for services regarding open code violations and lien research requests, and the issuance of Compliance Certification Letters within two (2) business days by the Code Compliance Program.

Q: When does this Resolution become effective?

A: The Resolution R15-37 was adopted on July 7, 2015 by the Leon County Board of County Commissioners.

Q: What does Resolution R15-37 require?

A: The Resolution requires that all real estate related businesses requesting information on open code violations and lien research for *each property* must submit a non-refundable \$90 Compliance Certification fee to be issued a Compliance Certification Letter.

Q: Which department should these Requests be sent to?

A: The Board of County Commissioners has designated the Leon County Code Compliance Program to administer this Resolution to include the researching, processing of requests and maintaining the data.

Q: What information must be provided on the Request Form?

A: The Code Compliance Program will make available Request Forms which will detail the following required information:

1. The property address and parcel ID number
2. The Requestor's name, mailing address, phone number and email address
3. Preferred Method of Response (Email, Fax or US Mail)

Q: What if I do not have access to a Request Form?

A: All Requests will be processed by the Code Compliance Program within two (2) business days, upon receipt of the request and fee.

Q: What happens if the property is under foreclosure proceedings?

A: Leon County requires that property that is subject to a foreclosure proceeding be registered with the Leon County Abandoned Property Registration Program. The research results will include if registration is required for each property.

Q: Is there a cost for the Open Code Violations and Lien Research Requests?

A: Yes, there is a non-refundable \$90 fee for each property located within unincorporated Leon County.

Q: Who should the Check or Money Orders be made payable to?

A: Checks or Money Orders should be made payable to: Leon County DSEM

Q: Can we submit our request online or via telephone/fax?

A: Currently, there is no online access at this time. However, open code violations and lien research requests can be processed with a Visa/MC/AMEX via telephone by contacting the Leon County Code Compliance Program at (850) 606-1300.

Q: Who can I contact if I have more questions about this Resolution?

A: For additional questions, please contact the Leon County Code Compliance Program at (850) 606-1300.

Q: Where can I obtain the Request Form and/or mail the Request Form and fee?

A: Leon County Development Support and Environmental Management

Attention: Code Compliance Program

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