

LEON COUNTY CODE ENFORCEMENT BOARD

Frequently Asked Questions

Who is on the Code Enforcement Board (CEB)?

CEB members are appointed by the Board of County Commissioners (BOCC). A list of the current members may be obtained by calling the Board Administrator at (850) 606-1300.

What are the duties and responsibilities of the CEB?

The CEB was established to obtain compliance with County Code provisions (Building Code, Land Use Code, Nuisances Code). The CEB has no authority to change the ordinances, that can only be done by the BOCC.

Who can take a complaint to the CEB?

Enforcement proceedings must be initiated by a code inspector. It is the code inspector's duty to investigate a complaint and institute proceedings as necessary where a violation is found to exist.

When is the next CEB Meeting?

The CEB meets once a month on the third Thursday of the month at 1:00 p.m.

Where does the CEB Meet?

The CEB meets in the Renaissance Building, 2nd Floor Conference Room, located at 435 North Macomb Street, Tallahassee, Florida.

How can we obtain a copy of the CEB Agenda, audio tapes and/or video tape?

A copy of the CEB agenda, audio tapes and/or video tapes may be obtained by contacting the Board Administrator at (850) 606-1300.

May we be represented by counsel at the CEB Hearing?

You have the right to hire an attorney, at your own expense, to represent you before the CEB if you so desire.

May we have witnesses served with a subpoena?

If you wish to have any witness subpoenaed or if you have any questions or desire further information regarding CEB proceedings, please contact the Board Administrator no later than 14 days prior to the CEB hearing at (850) 606-1300.

What is the deadline date for compliance with the CEB Order?

The CEB will establish a deadline date for compliance and will be included within the "official" CEB order. The deadline starts the date the CEB Order is rendered, which generally occurs within 2 weeks from the date of the CEB meeting

How much is the CEB Fine?

The CEB has the power by law to levy fines for a first violation of up to \$250 per day for every day that the violation continues beyond the compliance date set in the Order. Repeat Violation fines will run up to \$500 per day and will accrue from the date the repeat violation is validated until it is resolved.

How can we obtain a copy of the CEB order/minutes?

A copy of the Code Enforcement Board Order/Minutes may be obtained by calling the Board Administrator at (850) 606-1300.

How do we request a rehearing?

The CEB has the authority to rehear or reconsider a matter which is the subject of one of its Orders and to modify its Order if necessary. Such rehearing or reconsideration request must be made before the 30-day time period provided by the Florida Statutes, Chapter 162.

How can we obtain an extension of time to comply with the CEB Order?

A violator may contact the Board Administrator prior to the ordered compliance date to request an extension. These requests must be submitted in writing to the Code Enforcement Board Administrator no later than the (15th) fifteenth day of the month prior to any scheduled meeting, so that a request for an extension of time for compliance can be heard by the CEB. The property owner, or personal representative **MUST** be present for the Request to be heard by the Board.

How can we obtain a copy of the CEB Order Imposing Fine?

A copy of the Code Enforcement Board Order Imposing Fine may be obtained by calling the Board Administrator at (850) 606-1300.

What must be done to release the CEB Notice of Lien?

Once the inspector verifies that the violation has been brought into compliance, an Affidavit of Compliance is executed by the inspector. Once the Affidavit of Compliance is executed, you may pay the accrued fine or petition the CEB for a reduction of the fine. Once the fine is settled, a Release and Satisfaction of Lien will be executed by the Board Administrator.

What must be done to cease foreclosure of the CEB Notice of Lien?

It is the violator's responsibility to contact the County Attorney's office to negotiate a settlement agreement. You may contact the County Attorney's Office by calling (850) 606-2500.

How can we request a compliance inspection?

It is the violator's responsibility to request a compliance inspection. The request should be made immediately upon the violation having been corrected to eliminate or minimize the accrual of fines. An inspection may be requested by calling the code inspector or Board Administrator at (850) 606-1300.

How can we obtain a reduction in the CEB Fine?

Once an Affidavit of Compliance is executed, you may pay the accrued fine or petition the CEB for a reduction of fine. These requests must be submitted in writing to the Code Enforcement Board Administrator no later than the (15th) fifteenth day of the month prior to any scheduled meeting, explaining why the fine should be reduced. The property owner, or personal representative, **MUST** be present for the Request to be heard by the Board.

Where do we send the fine payment?

All fines are to be made payable to Leon County and Attn: Code Enforcement Board and may be delivered to the Department of Development Support and Environmental Management, 435 N. Macomb Street, 2nd Floor, Tallahassee, Florida, 32301. Credit Card payments may be made by contacting Leon County DSEM Fiscal Office directly at (850) 606-1300 and providing the LEC reference number. Online payments may now be made through the Accela Citizens Access portal [Accela Citizen Access](#)