



OVERVIEW OF THE CODE ENFORCEMENT PROCESS

The responsibility of the Code Enforcement Division of the Health Department is to enforce the regulations outlined in the City of Ennis Code of Ordinances. This may be accomplished by area patrols or citizen complaints.

The following is a general overview of how a complaint is processed. Additional information can be obtained by contacting the Code Enforcement Division at (972) 875-6444.

Citizen Complaint Verification Process

Once a complaint is received, the following is verified:

- Legal property owner or person(s) in care, custody or control of the property.
- Specific code violation(s)



Inspection Process

An initial site inspection will be conducted once a complaint is received



Notice & Order to Comply

If a violation is determined to exist, the property owner is notified in person or via certified mail to take specific actions to bring the property into compliance.

Another site inspection is scheduled per the notification letter (typically within 7 – 10 days of notification) to determine if compliance has occurred.



Case Closed

If compliance is verified, the case is closed and no further action is necessary.



Municipal Court Citation(s)/ Property Lien(s)

If the violation persists, the property owner or occupant may be issued a municipal court citation and/or an abatement may occur by the City or City contracted vendor with possibility of a lien filed with the County against the property in order for the City to recoup any cost incurred for abatement efforts. If the property owner fails to reimburse the City within 30 days; a privileged lien is filed against the property. The balance of the lien continues to accrue interest at 10% per annum.