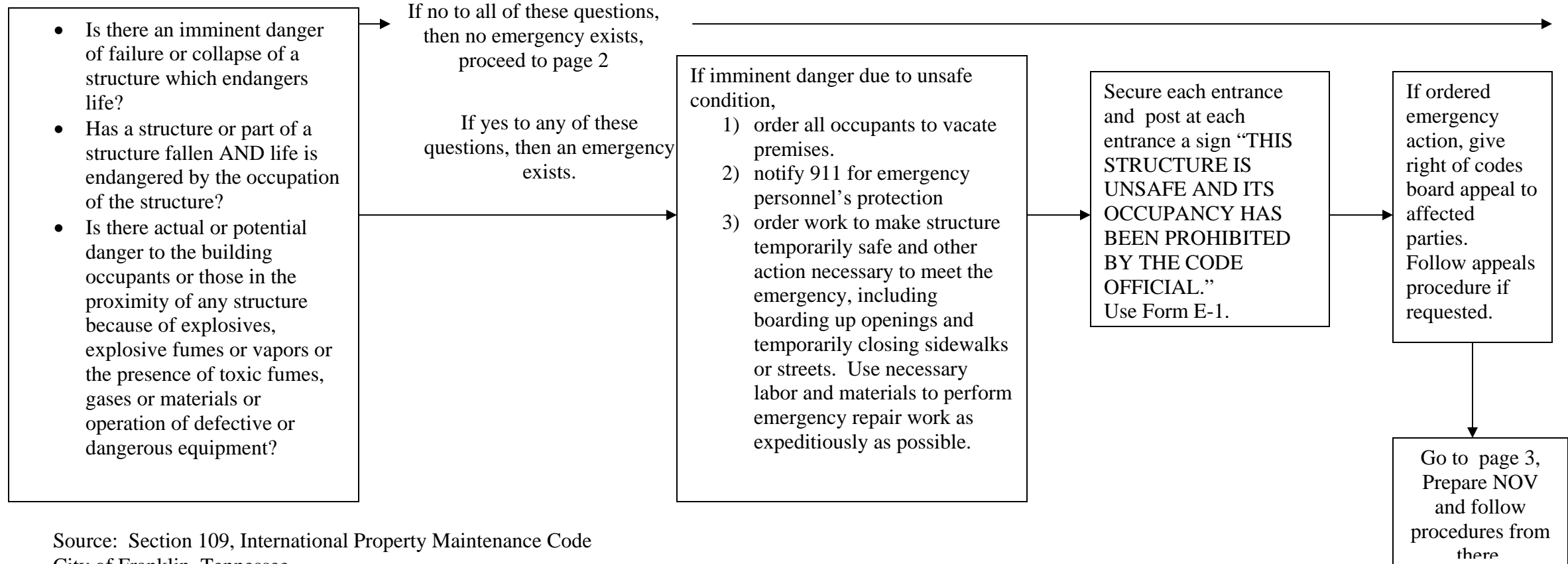


PROCEDURES UNDER THE INTERNATIONAL PROPERTY MAINTENANCE CODE

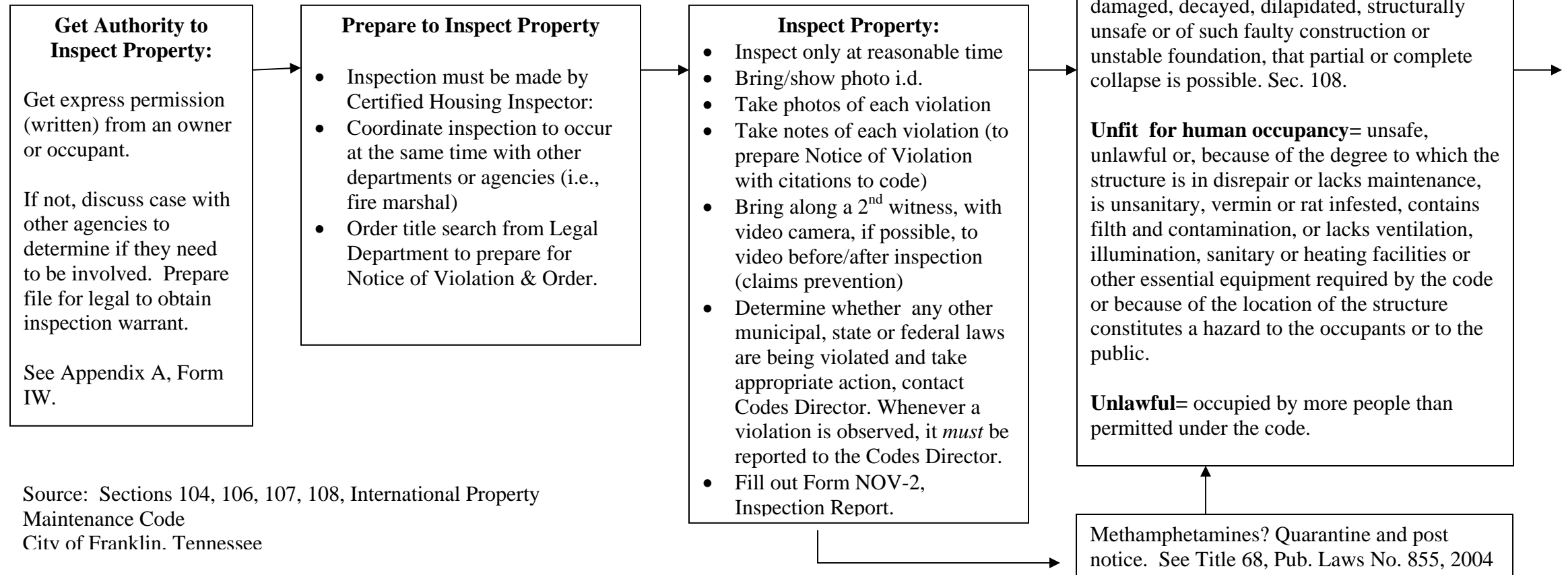
- 1) Determine if an emergency exists; if not, go to page 2
- 2) Order temporary safeguards, secure entrances, post notices with required text
- 3) Determine if surroundings are safe; if not, temporarily close structure, sidewalk, streets.
- 4) If ordered emergency action, afford affected parties a hearing

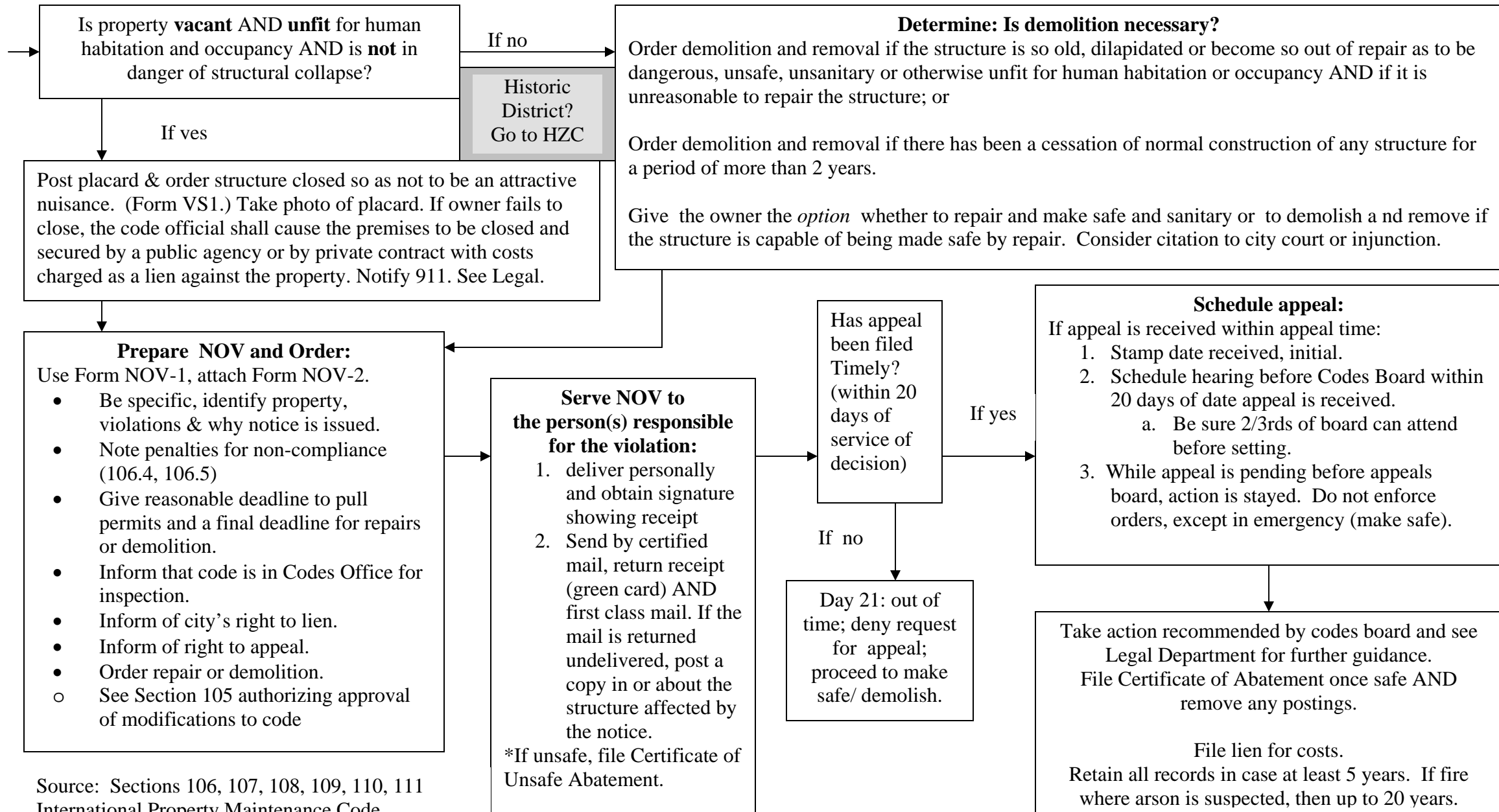


Source: Section 109, International Property Maintenance Code
City of Franklin, Tennessee

General Procedure for abatement of non-emergency, unsafe structures:

- 1) Obtain permission to inspection or get inspection warrant (prepare file for legal).
- 2) Inspect premises, coordinating the inspection with other affected departments (fire, sanitation).
- 3) If violations of the International Existing Building Code exist, document & photograph.
- 4) Determine if structure is vacant & unsafe, then placard; if not vacant, determine whether repair is reasonable,
- 5) If structure is in historic district, go to HZC.
- 6) Give notice of violation, order repair/demolition, give opportunity to repair/demolish.
- 7) Consider citation to City Court, or, depending on circumstances, begin legal action to abate nuisance.
- 8) Prepare file for submission to legal for nuisance injunction and/or lien for costs.
- 9) Retain all documents for as long as structure remains, then retain pursuant to records retention policy (at least 5 years).





Source: Sections 106, 107, 108, 109, 110, 111 International Property Maintenance Code Zoning Ordinance Section 6.6.7.1.3.3. et seq. City of Franklin, Tennessee