



OVERVIEW

Code Enforcement Process



Abate & Work Order Process

- The process begins when a concern is reported or an Inspector identifies a violation.
 - If violations are found, photos are taken of each issue and of the Abate notice (a written warning).
 - If the property is occupied: The Abate notice is posted, and a notification is sent (if the owner is signed up for alerts).
 - If the property is vacant: No Abate is posted, but a work order may be issued.
- A citation (ticket) can be issued at any time for serious or ongoing violations. Citations are separate from Abates and work orders.
- The property is rechecked on the 6th day:
 - If the original violations are still present, a work order is issued.
 - If the owner fixed the issues, the case is closed.
 - Any new violations will result in a new Abate notice.

If a Work Order is Issued:

- The Inspector creates a work order and includes photos of the violations.
- If the property is vacant, the work order is issued without an Abate.
- Notifications (if enrolled) are sent when the work order is created. The order is held for 24 hours before being sent to the contractor.
- The contractor completes the work based on the original work order:
 - They take before-and-after photos.
 - If the owner resolved the issue before the contractor arrives, the order is marked “Done by Owner,” and no fee is charged.
- The Inspector reviews the completed work.
- The work is approved by the Code Enforcement Manager and Community Development Director.
- The case is closed, and the property owner is billed.

Housing Court Process

- The process starts when a concern is reported or an Inspector identifies a violation.
- Inspector inspects and documents violations. The property then goes to housing court.
- The Legal Department sets a court date (in 4–6 weeks) and sends a notice.
- Inspector inspects again before court.
- In court:
 - A work scope (work plan) is created with a deadline.
 - The work scope and next court date are documented and shared.
 - Inspector will continue checking progress.
 - Cases are continued for 60 to 90 days.

- A case is only officially dismissed in court, even if fixed early.
 - If unresolved, a fine may be issued. Fines can be appealed within 35 days.
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Demolition Court Process

- The process starts when a concern is reported or an Inspector identifies a violation.
 - The inspector evaluates the structure and issues a demolition notice if it meets the criteria outlined in the [City's Code of Ordinances](#). These criteria are listed in Chapter 5, Article IX (Unsafe or Dangerous Buildings), Section 5-402.
 - To view the full code, visit the City of Peoria's website at www.peoriagov.org and search for "Code of Ordinances" to access the Municode webpage.
 - The Legal Department sets a court date (6–8 weeks) and notifies all titleholders.
 - Court is held at the Peoria County Courthouse.
 - Inspector reports progress in court until either:
 - The property is brought into compliance, or
 - The judge grants a demolition order.
 - If abandoned, the City may take ownership.
 - Once the City holds the deed:
 - Building Inspectors and Code Inspectors assess the property.
 - Depending on the condition, it's either demolished or sold to a new owner for rehabilitation.
 - If a new owner signs a rehabilitation agreement, the City does several check-ins and inspections to make sure the work is done before giving them the deed.
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Notification System (Quicket)

The City of Peoria has launched a new way for property owners and residents to be notified of ABATE notices, work orders, and tagged vehicles on their properties. To receive text message/email notifications:

1. Visit the [Code Violation Notification System](#) webpage
 - a. You can visit this webpage by going to the City of Peoria's website at www.peoriagov.org and searching for "Code Violation Notification System."
2. Enter the parcel number for your property. A link is provided to search for your parcel number using the property's address.
3. Enter your email address and phone number

Once registered, you will receive a text message/email if the registered property is issued an abate notice, work order, or if a vehicle was tagged.

Not getting a notification doesn't excuse a work order or citation. Property owners are still responsible for maintaining their property. Notifications are just a courtesy.

Emergency Work Orders

Emergency work orders are used for serious and urgent violations, such as tall grass over 24 inches, evictions, or closed refrigerators (doors left on). They must be approved by management and are completed the same day the issue is identified. These work orders bypass the normal process and do not include a notification.

Inoperable Vehicles

- Code Enforcement handles vehicles on private property. Police handle those on streets.
 - A vehicle is in violation if:
 - It has no valid license plate or registration.
 - It's oversized or parked improperly.
 - It's on an unapproved surface (grass, gravel, etc.).
 - Violations are tagged with a green sticker and photos are taken.
 - Re-inspected on the 6th day. If not fixed:
 - A citation may be issued.
 - New violations restart the 5-day process.
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Evictions

The Sheriff's Office provides a weekly schedule of upcoming evictions. During an eviction, the tenant's belongings are placed outside and must remain on the property for 24 hours. After that period, it is the property owner's responsibility to remove any remaining items. If the debris is not cleaned up in a timely manner, the City will issue an emergency work order to address the violation, and the property owner will be billed.

Citations

- Citations are fines for violations. They are separate from Abates and work orders.
- Fine amounts:
 - 1st offense: Usually no ticket.
 - 2nd time: \$100
 - 3rd time: \$200
 - 4th time: \$500
 - \$500 for every additional citation within 2 years
- Only the hearing officer can dismiss a citation in court.
- You will get a court date on the citation. Only the property owner can contest it.

Illegal Dumping

- Property owners are responsible for cleaning up anything dumped on their property.
 - Code Enforcement won't issue a ticket right away but may issue a work order.
 - If it's left for weeks, a citation may be issued.
 - Visit the [Recycling List](#) on the Code Enforcement webpage.
 - To find this webpage, visit the City of Peoria's website at www.peoriagov.org and search for "Code Enforcement".
 - Contact your Inspector if illegal dumping happens so they can give more time if needed.
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How to Contest Notices

- **Citations:** Go to your court date and speak to the hearing officer.
 - **Work Orders:** Talk to your Inspector. If unresolved, contact the Code Supervisor.
 - **Housing/Demolition Notices:** Contest in court during your scheduled hearing.
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Building Permits

A Building Permit must be submitted for any work that requires one in the city of Peoria. Once your permit is approved, contact your Building Inspector to schedule an inspection. Inspections ensure the work is safe and meets code requirements.

Permit forms can be found by visiting the [Building Safety](#) page on the City of Peoria's website at www.peoriagov.org. Just search for "Building Safety."

You can submit your completed permit application and site plans in one of the following ways:

- **By email:** communitydevelopment@peoriagov.org
- **By mail:** Peoria City Hall, 419 Fulton Street, Room 203, Peoria, IL 61602
- **In person:** Visit the Development Center on the second floor of Peoria City Hall (Room 203)

What Work Requires a Permit:

- Adding to, removing, changing portions of the electrical system
- Adding to, removing, changing portions of the heating system
- Adding to, removing, changing portions of the plumbing system
- Adding to, removing, changing walls, enlarging door or window openings
- Replacing a furnace

- Finishing a basement or attic
- Adding a fireplace, wood stove or unit heater
- Remodeling a kitchen or bath if electrical, plumbing, heating, or walls are disturbed
- Adding or moving a deck
- Building a storage shed over 200 square feet
- Re-roofing if it involves replacement of wood roof sheathing (plywood or boards)
- Installing or moving a sign
- Installing or moving canopies or awnings on commercial or multi-unit housing

What Work Does Not Require a Permit:

- Painting and decorating
- Wallpapering
- Carpeting and floor finishing
- Repairing plumbing faucet washers and cleaning traps
- Replacement of electrical fixtures or devices with equivalent units approved for suitability
- Cleaning and repairing gutters and downspouts
- Roofing (not including replacing roof sheathing lumber)
- Repairing a furnace
- Installing aluminum or vinyl siding, windows, storm windows, storm doors, or window awnings (provided there are no structural modifications)

Installing a Fence?

If you're planning to install a fence on your property, you must complete a no-cost Fence Zoning Verification Application.

To find the application, visit the City of Peoria's website at www.peoriagov.org and search for "[Fence Application.](#)"

Once completed, submit the application and your site plans in one of the following ways:

- **By email:** communitydevelopment@peoriagov.org
- **By mail:** Peoria City Hall, 419 Fulton Street, Room 203, Peoria, IL 61602
- **In person:** Visit the Development Center on the second floor of City Hall (Room 203)

Need More Info?

Contact the Inspector listed on your notice. You can also request photos related to your case. To do so, call the Code Enforcement line at (309) 494-8654 and leave a message for your Inspector with:

- Your name
- The property address
- Your case or work order number (if you have one)
Why you're calling

Inspectors are typically in the field from 9 AM to 4 PM and will return calls as soon as they can.

Need help in another language?

Translation services are available:

- When you call, let us know what language you need.
- If you talk to your Inspector directly, they can connect you with a translator.
- If you visit City Hall, staff at the Development Center can assist with translation in person.