

Administrative Enforcement & Hearing Process



What is Administrative Enforcement?

In the past when a Minneapolis inspector found an alleged housing code violation such as broken windows, unsafe stairways or lack of smoke detectors, the inspector gave the person a citation, or ticket. This was actually a criminal charge. It was a very expensive process that many folks also found frightening. Minneapolis is now using a form of housing code enforcement called Administrative Adjudication for most routine cases. This process assesses a civil penalty for ordinance violations rather than a criminal charge. Those charged with a violation still have due process rights to a hearing before a neutral hearing officer and rights of appeal, but this civil process is quicker and simpler and avoids the stigma of a criminal record for violators. The process is intended to be more informal and less intimidating for all involved and it is also less costly, since it does not involve the use of attorneys. In the past several years, many cities have opted to use this process. Violations of the code of ordinances pertaining to Housing Inspections have an associated financial penalty. A fine of \$200 is set by the Minneapolis City Council. Penalties double for repeat violations in a one (1) year period.

How does the process work?

In general, the process starts after a qualified inspector witnesses a violation of the code. Most of the time, the inspector will issue an order to correct the violation and give the alleged violator a reasonable time within which to fix the problem. The order to correct the violation will clearly describe the violation and provide additional information about whom to call for questions or concerns. If the problem is not fixed upon re-inspection, the inspector has the option of issuing an administrative citation, which is part of the civil process and will include an associated fine. There are certain violations or situations where an administrative citation may be issued immediately without first issuing an order to correct

the violation. These are most often violations or situations of a repeat nature or threatening to public health and safety.

What are my options if I get an administrative citation?

If you receive an administrative citation, you have the option of either paying the fine or contesting the fine by appearing in front of an independent hearing officer.

Paying the fine – To pay the fine, simply mail a check or money order to the address listed on the citation. This address will be the address of the issuing department, not the Hennepin County Court. The check should be made out to the Minneapolis Finance Department.

Contesting the fine – If you wish to contest the fine, you must request a hearing. This request must be in writing and must be received by the department that issued the violation at the address listed on the citation within twenty (20) days after service of the administration citation. You will be assigned a hearing officer and assigned a hearing date. If the hearing officer or date does not work for you, you will be given one opportunity to change the hearing officer and/or date of the hearing as long as this request is received at least five (5) days prior to the scheduled hearing date.

What is the hearing process like?

The hearing consists of an informal review of the facts, presented by the person who is accused of violating an ordinance, and the inspector or a designated representative, who is familiar with the violation incident. The process allows you to subpoena witnesses and provide other information that might persuade the hearing officer to alter the citation. Subpoenas are obtained directly from the hearing officer and must be obtained five (5) days prior to the hearing. The hearing officer, after listening to the issues on both sides, can reduce, dismiss, stay or enforce the fine.



Visit our Web site at
www.ci.minneapolis.mn.us/inspections/
to review other need-to-know topics:

- Rental license standards
- Reinspection fee
- Rental property management—best practices
- Healthy home & lead hazard control
- Smoke detectors
- Boarded building and vacant building registration
- Property checklist of possible code violations
- Rental license application
- 4BB—tax classification
- “Graffiti”
- Citizens Inspections Program
- Forms, fees and applications



English-Attention. If you want help translating this information, call 311

Spanish-Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700

Somali-Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500

Hmong-Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800

Sign Language Interpreter-
612-673-3220 TTY: 612-673-2626



Housing Inspection Services
250 S. 4th St. – Room 300
Minneapolis, MN 55415
(612) 673-5826
www.ci.minneapolis.mn.us