

Violation and Condemnation Procedures  
under the  
International Property Maintenance Code (IPMC)

**All Properties with Violations – Section 107**

1. Send Violation Notice with Deadline for Compliance 107.2 – for all properties with violations.
2. Take Pictures to Document the Violations
3. Written Notice must contain:
  - a. Description of Property (address and parcel number)
  - b. Statement of the violations
  - c. Include a reasonable time to make repairs required to bring structure into compliance
  - d. Inform the Owner of the Right to Appeal
  - e. State the right of the City to abate the dangerous situation
  - f. Statement that costs associated with abatement will be liened against the property
4. Failure to Comply - Prosecution – violation shall be “deemed a misdemeanor or civil infraction”; each day it is in violation is a separate offense

**For Dangerous Structures – Section 108**

1. Use Section 108.1.5 Dangerous Structure or Premises – Site specific Section (1-11)
2. Place **Condemnation** placard on the premises.
3. Use 108.3 Notice – Post Notice in a Conspicuous Location
4. Serve Notice on the Owner – Certified Mail (if the Notice is returned, retain in the files)
5. Take Pictures for File
6. Order Premises to be Secured or Cause the Premises to be Secured
7. Order Disconnect of Utilities (if necessary)
8. Section 108.6 – Authority of the City to “repair, rehabilitation, demolition or other approved corrected action.”
9. Lien costs of abatement against the Property

**For Condemnation and Demolition - Section 110**

1. Definition - “Properties that are so dilapidated, as to be dangerous, unsafe, insanitary, or otherwise unfit for human habitation or occupancy”
  - a. If it is unreasonable to repair the structure
  - b. If there has been a cessation of normal construction for a period of more than 2 years
2. Issue Order to Property Owner to Repair or Demolish Structure – Establish Deadline
3. Send Order by Certified Mail – If Order is Returned, Save it for the Records
4. Take Pictures for File
5. Post Notice on the Property
6. Post Condemnation Placard
7. Failure to comply by the deadline – Schedule for Demolition
8. Right of the City to abate the dangerous situation
9. Lien costs of demolition to the Property

**Board of Appeals – Section 111**

1. Property owners have the right to appeal the Notice or Order
2. Must file an appeal with the City within 20 days of the Notice
3. Appeal must be filed on Forms provided by the City and must be based on:

4. The code or rules thereunder have been incorrectly interpreted
5. Provisions of the IPMC don't fully apply; or
6. The requirements of the IPMC are adequately satisfied by other means.
7. Board Membership – 3 Members with 2 Alternates
  - a. Experience and training on matters of property maintenance
  - b. Not employees of the City
  - c. Code Officer – ex officio member with no voting rights
  - d. Appointed by City Council
  - e. Staggered and overlapping terms
  - f. The Board votes one member to be Chairman
8. The City Administrator appoints a Secretary for the Board who
  - a. Schedules a Board Meeting within 20 days of the Filing of an Appeal
  - b. Legal Notice of Meeting
  - c. Notice to Board Members and Alternates if necessary
  - d. Open Hearings – open to the public
  - e. Shall Publish Procedures for the Hearing
  - f. Shall Publish Written Decision
  - g. Written Decisions Shall be Filed in the City Administrator's Office
9. The Code Official "shall take immediate action in accordance with the decision of the Board."
10. Appeals from the Appeals Board decision go to Common Pleas Court

[DATE]

**CERTIFIED MAIL**

NAME OF OWNER  
ADDRESS OF OWNER  
Aliquippa, PA 15001

RE: NOTICE OF VIOLATION  
ADDRESS  
PARCEL NUMBER

Dear [NAME OF OWNER]:

You are hereby notified that the above referenced property is in violation of the City's adopted International Property Maintenance Code (Code) as noted in the sections below:

Section \_\_\_\_: [site language]

Section \_\_\_\_: [site language]

Section \_\_\_\_: [site language]

It is unlawful for a person, firm, or corporation to be in conflict with or in violation of any of the provisions of the Code. The violations listed above must be corrected, abated, or otherwise addressed no later than \_\_\_\_\_ or further action will be taken by the City.

The City may issue a civil citation and/or initiate the appropriate proceedings under the law if the property owner fails to comply with this Notice. If the violation is not corrected within the timeframe stated, the City has the right to take steps to correct or abate the violation and to assess the costs for said abatement as a municipal lien against the property.

You are advised that you have twenty (20) days to appeal this Notice to the City's IPMC Board of Appeals by completing and submitting an Appeals Form provided by the City if you believe that the Code has been incorrectly interpreted or applied or if the situation has been abated or will be abated within the time prescribed.

\_\_\_\_\_  
Code Enforcement Officer

[DATE]

**CERTIFIED MAIL**

NAME OF OWNER  
ADDRESS OF OWNER  
Aliquippa, PA 15001

RE: CONDEMNATION ORDER  
ADDRESS  
PARCEL NUMBER

Dear [NAME OF OWNER]:

You are hereby notified that the above referenced property has been CONDEMNED as an unsafe/dangerous structure under Section 108 of the City's adopted International Property Maintenance Code (Code) as further described in the sections below:

**Section 108.1.1: Unsafe Structure** An unsafe structure is one that is found to be dangerous to the life, health, property, or safety of the public . . . or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**Section 108.3: Notice.** This Notice will be posted in a conspicuous place in or about the structure and will be served on the Owner.

**Section 108.4. Placarding.** The code official will post on the premises a placard bearing the word 'Condemned' and a statement of the penalties provided for occupying the premises.

It is unlawful for a person, firm, or corporation to be in conflict with or in violation of any of the provisions of the Code. The Owner is hereby directed to repair, rehabilitate, or demolish the structure at the above referenced location no later than \_\_\_\_\_.

If the Owner of the property fails to comply with this demolition order within the time prescribed, the City will proceed with a demolition of the structure and the costs for the removal of the structure will be assessed against the property as a municipal lien.

You are advised that you have twenty (20) days to appeal this Notice to the City's IPMC Board of Appeals by completing and submitting an Appeals Form provided by the City if you believe that the Code has been incorrectly interpreted or applied or if the situation has been abated or will be abated within the time prescribed.

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Code Enforcement Officer