

### **Saukville Code Compliance Program Information**

The Saukville Code Compliance program was established as a means to increase the safety of all buildings as well as insure the proper maintenance of all properties in Saukville. Code compliance inspections are required of all "improved" (properties with a building) including all residential and commercial properties prior to their sale or transfer. A property may not be sold unless a valid Certificate of Compliance is first obtained from the Village. Prior to or at the time of your closing, the Title Company will require you to provide them with a valid Certificate of Compliance. Your closing may be delayed or cancelled without this document.

The process begins when an owner decides to place their home or building up for sale. The owner must submit a [Code Compliance Application](#) and pay the appropriate fee as outlined on the form. Owners may mail or drop off the completed application and fee to the attention of the Building Inspector. Once received, you will be contacted to schedule the inspection. Appointments are typically scheduled 9:00 a.m. through 3:30 p.m. Monday through Friday. Every attempt is made to schedule the inspection at your convenience. Inspections may also be arranged with your Realtor. For convenience sake, we can also gain access to your home or building by means of a "lock box" if one is provided by your real estate agent. This is a preferred approach which simplifies the inspection process and avoids scheduling difficulties. Lock box information should be noted on the application.

Owner(s) selling a property "As Is" or who do not have the financial means to make the necessary repairs may transfer the responsibility of the corrections onto the Buyer(s) provided the Buyer is willing to accept the responsibility of making such repairs. If this is the case, the Code Compliance Certificate with conditions will be issued to facilitate closing but must be signed by both parties with a copy returned to the attention of the Building Inspector.

The inspection consists of an interior review of the building, plumbing, electrical and HVAC and life safety systems in your home and their conformance with applicable Village and State Codes. We also look for prior work done without proper permits and inspect the exterior for any violations relating to Village Property Maintenance Ordinances. A listing of requirements of such ordinances may be accessed via the municipal code link found on the Village's website: [www.village.saukville.wi.us](http://www.village.saukville.wi.us).

When violations are found, they will be noted on the Code Compliance Certificate with conditions. The sale of the home may not proceed until the Seller successfully abates the violations or the Buyer assumes responsibility for them. Minor maintenance code items not affecting life safety may be noted but not required to be corrected prior to closing at the Inspector's discretion. Buyers assuming responsibility for corrections may request additional time to correct by contacting the Inspection Department at 262-284-9423. Buyers assuming responsibility for code violations should understand that failure to timely correct or abate these code issues may subject them to municipal penalties and or fines. Buyers assuming liability for code corrections are responsible for contacting the Building Inspector to schedule reinspection when **all** work has been completed.

Permits may be required to correct some violations. For more information, please contact the Building Inspection Department at 262-284-9423.