

# Substandard Structure Investigations

## Class Contents

Making the policy decisions necessary and following sound practice for investigating and abating substandard structures in your community

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| 1. Class Topics  | Policy and Practice needed for successful <ul style="list-style-type: none"><li>* Enforcement context</li><li>* Identifying substandard structures using your ordinance</li><li>* Statutory Authority for Substandard Structure Abatement</li><li>* <i>Lis Pendens</i> Lien</li><li>* Using the 27-Step Abatement Process</li><li>* Properties with no owners</li><li>* Case preparation and presentation to BSC</li><li>* Abating a mobile/manufactured home</li><li>* Report writing</li></ul>  |
| 2. Enforcement Context                                     | Context for dealing with substandard structures <ul style="list-style-type: none"><li>* Review of 16 T.A.C. Sec 62 Code Enforcement Officers</li><li>* Standard definitions to be used in SS investigations</li></ul>   |
| 3. Identifying Substandard Structures                      | How your ordinance defines a substandard structure <ul style="list-style-type: none"><li>* Knowing your ordinance</li><li>* Elements of your ordinance</li><li>* Knowing and following proper notice process</li></ul>  |
| 4. Statutory Authority for Substandard Structure Abatement | State statutes authorizing the overall process <ul style="list-style-type: none"><li>* TLGC Sec. 54.001 General Enforcement Powers of Municipalities</li><li>* TLGC Sec. 214.001 Authority Regarding Substandard Building</li><li>* TLGC Sec. 54.031 Subchapter Applicable to Certain Municipalities</li><li>* TLGC Sec. 54.032 Ordinances Subject to Quasi-Judicial Enf</li><li>* TLGC Sec. 54.033 Building and Standards Commission</li><li>* TGC Sec. 30.00005 Jurisdiction (of Municipal Courts of Record)</li><li>* CCP Chap 18.05 Search Warrants</li></ul> |
| 5. <i>Lis Pendens</i> Lien                                 | Local Government Code Section 54.018 <ul style="list-style-type: none"><li>* Action for Repair or Demolition of Structure</li><li>* Use of this statutory authority<ul style="list-style-type: none"><li>- When to use it</li><li>- How to use it</li><li>- Why use it</li></ul></li></ul>  |
| 6. The 27-Step Abatement Process                           | Using the 27-step abatement process in your community   |

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| 7. Properties With No Owner In Residence    | <b>Right way to deal with vacant properties</b> <ul style="list-style-type: none"> <li>* Where to look for owners</li> <li>* Issuing Chapter 54.035 (Notices)</li> <li>* Issuing Chapter 54.05 (Proof of ownership Affidavit)</li> <li>* How to contact owners</li> </ul>   |
| 8. Case Preparation and Presentation to BSC | <b>Educating Your Building Standards Committee</b> <ul style="list-style-type: none"> <li>* They need to know the laws cited in #6</li> <li>* Emphasize               <ul style="list-style-type: none"> <li>- TLGC Sec. 54.035 Notice (given by the Panel)</li> <li>- TLGC Sec. 54.036 Functions (of the Panel)</li> <li>- TLGC Sec. 54.040 Lien; Abstract</li> <li>- TLGC Sec. 54.041 Commission Panel Decision Final</li> </ul> </li> </ul>  |
| 9. Mobile Homes                             | <b>Dealing with abandoned and substandard mobile homes</b> <ul style="list-style-type: none"> <li>* Where do we get the authority to abate them?               <ul style="list-style-type: none"> <li>- Regulation of certain types of buildings and housing.</li> <li>- Using Title 7 Chapter 1201 of the Occupations Code. (Manufactured Housing)</li> </ul> </li> <li>* Abatement Process               <ul style="list-style-type: none"> <li>- Identifying substandard units.</li> <li>- Definitions</li> <li>- Differences between Mobile, Manufactured and Modular homes</li> <li>- Case preparation.</li> <li>- Documents needed</li> </ul> </li> <li>* Texas Manufactured Housing Standards Act (Occ. Code Ch 1201)               <ul style="list-style-type: none"> <li>- Sections 1201-1201.454</li> <li>- Certificate of attachment.</li> <li>- Demolish or tow the Unit?</li> <li>- Inspections</li> <li>- Remodels and additions</li> </ul> </li> </ul> |
| 10. Report Writing                          | <b>Fundamentals of effective report writing</b> <ul style="list-style-type: none"> <li>* Structure of the report</li> <li>* Necessary contents</li> </ul>   |