



CITY OF ST. JOSEPH
INSPECTION DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269) 983-1212
www.sjcity.com

2025 PROPERTY MAINTENANCE PROGRAM ANNOUNCEMENT

February 1, 2025

Owner Name
Address
City/State/Zip

Service Address: xxxxxxxxxxxx
Parcel No. 11-76-xxx

Dear City Property Owner,

Your neighborhood is located within the focus area of this year's Property Maintenance Program. The program intends to prevent blight, maintain property values, and improve the overall safety and quality of life in our neighborhoods. This program is based on the International Property Maintenance Code (IPMC), as adopted by the City Commission, to regulate the maintenance of all properties, both residential and commercial.

This program divides the city into seven focus areas where visual inspections are made of every property. A map of this year's focus area is attached. Your neighborhood was last inspected in 2018.

City inspectors will examine the exterior condition of properties in your neighborhood and will require owners to repair any identified deficiencies, such as peeling paint, deteriorated surfaces, missing handrails, missing house numbers, or any other exterior feature showing signs of disrepair. The inspections will be conducted by viewing each property from adjacent public sidewalks, streets, and alleys, or occasionally from private property with consent.

If the inspection finds a property does not meet the IPMC requirements, the City will send a Correction Notice to the owner on May 1, 2025. If a Correction Notice is issued for your property you will have until September 20, 2025, to complete the required repairs. An appeal process is available if more time is believed necessary to make repairs or to contest the determination. If you 'pass' the inspection you will not receive a formal follow-up letter.

The Property Maintenance Program timeline is as follows:

Feb/March/April	Conduct exterior property maintenance inspections
May 1	Issue Correction Notices to properties that show a deficiency
May 23	Application deadline for anyone requesting an appeal/extension
May 22/June 26	Property Maintenance Board of Appeals (PMBOA) hearings
Sept. 20	Date the cited property maintenance deficiencies are required to be complete

If you have any questions concerning this program, please contact us at 269-983-1212 or email jross@sjcity.com (state your address in the email subject line).

Thank you in advance for your cooperation with this important process.

Sincerely,

Joan Ross
Code Enforcement Officer