



POLICIES AND PROCEDURES MANUAL

SUBJECT Razing Buildings Not Public	DEPARTMENT Building Inspection &and Neighborhood Services		DEPARTMENT IDENTIFICATION 2000	
	SECTION 2013	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 4/2/13 XX/18

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1.0 PURPOSE:

To describe the procedures to be followed by the Department of Building Inspections ~~s &and~~ Neighborhood Services (BINS) and other City departments when buildings must be razed.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of ~~the Department of Building Inspections & Neighborhood Services~~ BINS to ~~follow be governed by~~ a uniform ~~set of procedures~~ policy when it is determined that a building must be razed.

4.0 REFERENCES:

Section 66.04135, Wisconsin Statutes.
Section 13.22, City of West Allis Revised Municipal Code

5.0 PROCEDURES:

5.1 RESPONSIBILITY

~~The Department of Building Inspections & Neighborhood Services~~ BINS shall be responsible for making the necessary arrangements for razing buildings.

5.2 GENERAL POLICIES

5.2.1 Determinations of whether to ~~raze-order~~ raze a building not owned by the City to be razed shall be made by ~~the Building Inspector~~ BINS. Any condemnation proceeding shall be conducted by ~~the offices of the Building Inspector~~ BINS and ~~the~~ City Attorney's Office.

5.2.2 The Board of Public Works, after receiving notice from ~~the Building Inspector's Office~~ BINS, shall, in conjunction with the Engineering

Department, make the necessary arrangements from soliciting bids to perform the razing.

5.2.3 After the Board of Public Works has received and reviewed a minimum of three bids, the Board shall make a determination and accept one of the bids.

5.2.4 ~~The Department of Building Inspections & Neighborhood Services~~BINS shall contact all utility companies to have service terminated to the building scheduled to be razed.

5.2.5 While the building is being razed, the Engineering Department and ~~Department of Building Inspections & Neighborhood Services~~BINS shall monitor the progress of the project, making sure that the work is being performed in accordance with the contract.

5.2.6 ~~The Department of Building Inspections & Neighborhood Services~~BINS shall notify the City Treasurer's Office to make sure that the owner~~(s)~~ of the razed property are charged for the work being conducted. If payment is not obtained from the property owner~~(s)~~, the amount due may be placed on the owner's tax bill.