



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Room 017
215 Martin Luther King Jr Blvd
P.O. Box 2984
Madison WI 53701-2984
Phone: (608)266-4551
Fax: (608)266-6377
www.cityofmadison.com

MAIL DATE

OWNER
OWNER ADDRESS

RE: Property located at: **Property address**
Official Notice #**CB (case number)**

Dear Property Owner:

The City of Madison Building Inspection enforces the Housing and Property Maintenance Code (Madison General Ordinance Chapter 27). We conduct systematic inspections of buildings to check for code compliance. Section 27.09(3)(c) of the code requires these inspections.

Your building at ADDRESS is in the current systematic inspection area. Please contact INSPECTOR NAME on or before DATE to schedule a time and date for this inspection. You can reach the inspector at INSPECTOR NUMBER or INSPECTOR EMAIL.

Within the inspection area, the inspectors will examine all building exteriors. They will also examine the common areas of the building and interior of all rental units.

We recommend that you check your property per MGO Chapter 27 before your inspection. If you fix the issues before our inspection, we can review your property more efficiently. At the same time, you can reduce the chance of receiving an order from us. You can find a list of common violations on our website: <http://www.cityofmadison.com/bi/common-code-violations-checklist/2104>.

Sincerely,

INSPECTOR NAME
Code Enforcement Officer III