

What you need to know:

The Bureau of Administrative Adjudication (BAA) was established in 2017 to adjudicate property code violations in accordance with the Syracuse Property Conservation Code.

The BAA will allow the City to improve compliance with property codes by expediting the levying of fines and penalties against property owners that have unresolved property code violations.

Tickets (Notice of Violation Tickets)

If a property code violation is resolved through the code enforcement process, a property owner should not receive a Notice of Violation ticket.

If a property code violation is not resolved through the code enforcement process, the Code Inspector may issue a Notice of Violation ticket and refer the case to the BAA.

A Notice of Violation ticket carries a fine for each unresolved property code violation. The Notice of Violation ticket will be sent to the property owner. The property owner will have 30 days to enter a plea by paying the fine or requesting a hearing. If there is no response within the 30 days, the ticket will *default* and the fine(s) will *double*.

If a ticketed violation remains unresolved after the first ticket, it may be re-ticketed with an escalated fine.

Ticket fines can be paid at City Hall, Room 112, 233 E. Washington St., Syracuse, NY 13202 with cash, check (payable to - Commissioner of Finance), or money order, or online at www.xpress-pay.com.

Property code violations and fines are the responsibility of the property owner.

Fines

Each type of property code violation has an associated fine. When a default occurs, fine amounts *double*. Subsequent tickets for the same violation follow an escalating fee schedule, which can be seen below.

General Property Maintenance

Ticket 1	\$150
Ticket 2	\$300
Ticket 3 & Subsequent	\$600

Periodic Inspections

Ticket 1	\$50
Ticket 2	\$100
Ticket 3 & Subsequent	\$200

Blighting Influences

Ticket 1	\$75
Ticket 2	\$150
Ticket 3 & Subsequent	\$300

Zoning

Ticket 1	\$300
Ticket 2 & Subsequent	\$600

Hearings

Upon receipt of a Notice of Violation ticket, a property owner may request a hearing. The BAA will schedule the hearing and notify the property owner of the date and time via mail. All hearings will take place at 201 E. Washington St., Rm. 701, between 9 a.m. and 5 p.m.

A hearing is a proceeding held before an administrative law judge. Based on the evidence presented at the hearing, the judge will make a determination. At the hearing, the property owner, inspector and any witnesses for either side may testify. After the hearing, the property owner will receive a written decision.

Appeals

The property owner may appeal a hearing decision within 30 days. In order to appeal, the property owner must pay the full amount of any fines/penalties, plus a processing fee, prior to the appeal being processed and decided.

For more information please visit
[<http://www.syr.gov.net/BAA>].



Bureau of Administrative Adjudication (BAA)



Phone: 315-448-8320

201 E. Washington St.
Rm #701
Syracuse, NY 13202