

## **Licensing Violations and Unlicensed Work Enforcement Checklist**

Windsor Charter Township will use the following process to address licensing violations, including work being performed by unlicensed individuals as outlined below.

### **Step 1: Determine a Violation Exists**

- Receive a complaint or personally observe a violation at a property by a licensee or unlicensed individual.
- Visit the property, discuss any information received or observed, and document any violations that are confirmed.

### **Step 2: Issue a Notice of Non-Compliance Letter to the Contractor**

- If voluntary compliance cannot be achieved immediately, the Township will issue an immediate stop work order if required due to the licensing violation (particularly if the work is being performed by an unlicensed individual). No work will commence on the site until the violation(s) is cured or a licensed contractor applies for all proper permits and commences work on the property.
- Upon confirming that the contractor is suspected of a licensing violation, the Township will issue a notice of non-compliance to the contractor, copying the Bureau of Construction Code (“Bureau”)
- Upon confirming that an individual is suspected of performing work without a license, the Township will issue a notice of non-compliance to the contractor, copying the Bureau.
- The notice of non-compliance letter will identify the contractor, the property where work was being performed, if applicable, and the suspected violation(s) not in compliance with applicable licensing requirements.

### **Step 3: Issue a Notice of Second Non-Compliance Letter**

- If voluntary compliance is not obtained in the first 30 days, the Township will recommend issuing a second Notice of Non-Compliance Letter.
- If the second Notice of Non-Compliance is sent, the Township will copy the Bureau.

### **Step 4: Forward to the County Prosecutor and Attorney General**

- If the violation is not cured as required by the licensing requirements, state law and the Bureau, the Township will forward the matter to the County Prosecutor and Attorney General consistent with the Public Act 230 of 1972 (see MCL 125.1523a).
- If jurisdiction exists with the Township for the particular violation(s), the Township will issue a Civil Infraction Citation or Notice of Civil Infraction.
- Post the Citation or Notice on the property and mail a copy to the contractor and property owner by first-class mail.
- If a Citation issued, the Township will mail a copy to the District Court and appropriate proceed before the Court for enforcement.