

# Jerome County Code Enforcement

300 North Lincoln, Room 303, Jerome, Idaho 83338 ~ Phone: 208.644.2790 ~ Fax: 208.644.2759

Shawn D. Denham  
Code Enforcement Officer  
sdenham@co.jerome.id.us

## ZONING ORDINANCE PROCEDURE

The Code Enforcement Office's highest priority is the safety and welfare of all of its Citizens. The Jerome County Code Enforcement Office will investigate all complaints in accordance with Chapter 20 of the Jerome County Zoning Ordinance. Violations of the Zoning Ordinance are a serious matter and are responded to accordingly. The Code Enforcement Office will make every reasonable attempt to mitigate a violation prior to sending the matter to the County Prosecutor for legal action. Property inspections, mitigation meetings and other activity utilized in mitigation attempts are strictly between the Property Owner and Staff and will remain confidential until such activity becomes a matter of public record. As a courtesy, the Planning and Zoning, Building Department and Code Enforcement Staff may provide the Complainant with information regarding any action taken by the Staff in relation to the complaint filed, but only after the investigation is concluded.

In order to thoroughly and accurately investigate a complaint or violation, please include the following information:

1. Name, address and phone number of complainant (reporting party);
2. Property or legal address of where the complaint has occurred;
3. Property owner and contact information of the violator (if known);
4. State the complaint you wish to have investigated;
5. Duration of the complaint or violation; and
6. Action requested and desired outcome.

The Complainant must submit their complaint about zoning and land use violations in writing with the above information or fill out and submit a Jerome County Code Enforcement Complaint Form. Complaint Forms can be obtained at the Jerome County Code Enforcement Office or online at [www.jeromecountyid.us](http://www.jeromecountyid.us). Without the above information the Code Enforcement Office may not be able to investigate your complaint or contact you regarding the complaint. Please submit the complaint form in person to the County Courthouse located at 300 N. Lincoln, Room 303, in Jerome. Alternatively, you may fax the completed complaint form to 208-644-2759 or scan and email the completed form to [sdenham@co.jerome.id.us](mailto:sdenham@co.jerome.id.us).

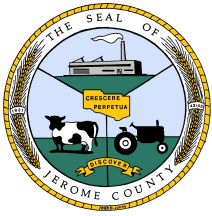
Upon receiving your complaint, the Code Enforcement Office will investigate your complaint as quickly as possible. The priority and length of the investigative process is dependent on the complexity of the investigation and the consideration of the safety of an individual or community.

Thank you,

**Shawn D. Denham**

*Code Enforcement Officer*

*Jerome County Planning & Zoning Department*



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## COUNTY ORDINANCE PROCEDURE

The Code Enforcement Office's highest priority is the safety and welfare of all of its Citizens. Violations of County Ordinances are a serious matter and are responded to accordingly.

Enforcement of the ordinances of the County is the responsibility of the Jerome County Sheriff's Department. The Code Enforcement Office may assist the Sheriff's Department in the investigation phase of the complaint on behalf of the Board of County Commissioners. If possible, the Code Enforcement Office will attempt to mitigate the violation prior to initiating legal action. Violators of a County Ordinance may be cited for an infraction. The citation must be signed by the party who witnessed the violation. The citation may only be served by the Sheriff, Chief Deputy or other sworn Sheriff's Deputy. If the citation is challenged in court, the witness who signed the citation may be contacted to testify.

The Code Enforcement Office is not available during non-business hours and may not always be available for immediate response to complaints. If the reporting party requires an immediate response, they may contact the Sheriff's Department through the 911 emergency line or the non-emergency line at 208-324-1911. The reporting party may be requested to sign a citation provided there is sufficient evidence to prove an infraction.

County Ordinance complaints may be telephoned in or submitted in writing. In order to thoroughly and accurately investigate a complaint, please include the following information:

1. Name, address and phone number of complainant (reporting party);
2. Property or legal address of where the complaint has occurred;
3. Property owner and contact information of the violator (if known);
4. State the complaint you wish to have investigated;
5. Duration of the complaint or violation; and
6. Action requested and desired outcome.

Upon receiving your complaint, the Code Enforcement Office will investigate your complaint as quickly as possible. The priority and length of the investigative process is dependent on the complexity of the investigation and the consideration of the safety of an individual or community.

Thank you,

**Shawn D. Denham**

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