



Administrative Hearing Process

AUSTIN, TEXAS CODE OF ORDINANCES, CHAPTER 2-13. - ADMINISTRATIVE ADJUDICATION OF VIOLATIONS

WELCOME TO THE CITY OF AUSTIN, CODE DEPARTMENT

This handout is meant to help you understand the Administrative Hearing process.

WE OPERATE ON A FIRST COME, FIRST SERVED BASIS

You will be called into the Hearing room in the order in which you arrived today.

YOU WILL PRESENT YOUR EVIDENCE

- ⇒ You will have an opportunity to explain your situation and present your facts and evidence.
- ⇒ You may show photos and explain the steps you have taken to address the Notice of Violation and the Administrative Hearing citation.
- ⇒ The Hearing Officer will give the Code Inspector an opportunity to ask you questions when you are done with your presentation.

THE CITY WILL PRESENT THEIR EVIDENCE

- ⇒ The City of Austin, including the Code Inspector, will present the city's evidence and read relevant facts into the record.
- ⇒ The Hearing Officer may ask the Code Inspector questions and may request that the Code Inspector show photos and documents.
- ⇒ The Hearing Officer will give you an opportunity to ask the Code Inspector questions.

HEARING PROCESS

- ⇒ The Hearing Officer will open and close the hearing.
- ⇒ The Hearing Officer will swear everyone in.
- ⇒ The Hearing Officer will issue a decision/order.

THE HEARING OFFICER

- ⇒ The Hearing Officer is a neutral third party vendor hired by the City to hear and make rulings on Administrative Hearing cases; not a City of Austin Employee.
- ⇒ The Hearing Officer has seven (7) business days from the date of the hearing to issue an order.
- ⇒ The Hearing Officer may assess a penalty if you are found liable for a City of Austin code violation.