

**HOUSING AND NEIGHBORHOOD DEVELOPMENT MEMORANDUM  
DIRECTOR POLICY – INSPECTION SCHEDULING**

The Bloomington Municipal Code (BMC) § 16.01.030 lists the purposes for which Title 16 was adopted. These purposes are:

- (1) to ensure public health, safety, and welfare;
- (2) to protect the stability of the city;
- (3) to assist in the elimination of blight and to promote maintenance of property; and
- (4) to regulate and license the commercial businesses of letting rental properties to ensure the stability of approximately sixty percent of the city's housing stock.

HAND is tasked with the enforcement of these purposes in BMC § 16.01.070(a). In the interest of public health, safety and general welfare, the director of HAND has the authority given in BMC § 16.01.080(b) to “adopt and promulgate rules and procedures; to interpret and implement the provisions of [Title 16]; and to secure the intent thereof.”

The HAND Director has determined, in the interest of public health, safety and general welfare, the following:

To ensure the compliance with requirements found in BMC § 16.03.040, HAND shall automatically schedule all cycle inspections, reinspections, and complaint inspections. If the time does not work with the owner of the property, it shall be the duty of the owner to reschedule.

If a cycle inspection is scheduled after the current permit is expired, the permit can be reduced to a basic three-year permit, and be considered an unregistered rental until such time that an inspection is completed and passed. **HAND will not reschedule beyond the time allowed by statute for reinspections or complaint inspections until: (1) HAND receives pictures or an invoice that the required repairs have been completed, and (2) a signed affidavit by the owner certifying the work has been completed in the allotted time.** If repairs or applicable inspection is not completed by the end of the allotted time, then the owner shall be subject to all remedies available in Title 16.

The above mentioned policy shall be effective 12:01 AM on July 1, 2025.

If there are any questions regarding the above policy, please contact the Department of Housing and Neighborhood Development at [hand@bloomington.in.gov](mailto:hand@bloomington.in.gov) or (812) 349-3420.

Sincerely,



Anna Killion-Hanson

Director, Housing and Neighborhood Development

