

# CITY OF ATLANTA



October 14, 1966

**CITY HALL ATLANTA, GA. 30303**

Tel. 522-4463 Area Code 404

**IVAN ALLEN, JR., MAYOR**

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

## MEMORANDUM

To: Mr. Earl Landers

From: Dan Sweat

Subject: Housing Code Compliance Program

In an effort to comply with your request that I look into the problems and complaints regarding the Housing Code Compliance Program, I have attempted to analyze the major sources of difficulty and suggest possible corrective measures.

I am submitting an analysis of the Housing Code Compliance Program Policy and Procedure Guide adopted January 1, 1965, pointing out areas where the Guide should be updated and also areas where the Guide is not being followed or cannot be met because of inter-departmental or extradepartmental problems.

Mr. Landers  
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Included in this report is a brief history of recent changes in the Department of Inspection and an outline of current organization and operations.

I have not attempted to analyze the various divisions of the Building Inspection Department, but to point out areas of concern in the administration of the Housing Code Compliance Program. Where the method of operation of another division adversely affects the operation of the Housing Division, however, this is noted and in most cases, suggestions are made for improvements.

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