



Beginning in January, 2021, Campbell County Department of Housing plans to resume biennial inspections that have been suspended since May, 2020 due to the COVID-19 pandemic. You and your landlord will be notified in writing in advance of the scheduled inspection, and our office asks that you follow these steps in order to ensure the safety of your family and the Housing Inspector:

1. Contact the Inspector at the phone number listed on your appointment letter the morning of the appointment, at least one hour in advance, if you or any member of your household has a fever or any symptoms of illness or has been in contact with someone who has symptoms or has tested positive for COVID-19 in the past two weeks;
2. The Housing Inspector will call you from his vehicle upon his arrival and ask you to unlock the primary entrance to the dwelling. If your phone number has changed since your last inspection please email your new phone # to hgeneral@campbellcountky.gov. If you are unable to email your phone number please contact your assigned Housing Specialist within five days of your receipt of your Inspection Appointment letter at 859 261 5200 in order that your information can be updated in our system;
3. Once you have unlocked your dwelling we ask that if the weather permits you wait outside the unit for the inspector to conduct the inspection. Otherwise, all household members must remain in the main living area of the home for the duration of the inspection in order to ensure all persons keep a safe distance of at least six feet from the Inspector. All household members over age 5 must wear a mask at all times while the Housing Inspector is present at the unit. If you do not have a mask please contact your Housing Specialist upon your receipt of your Inspection Appointment letter and the agency will provide you with one;
4. As an additional safety measure, our office will accept reasonable documentation of treatments or repairs and written or verbal statements from owners or tenants that treatments, replacements, or repairs have been satisfactorily completed in lieu of an on-site reinspection should any non-emergency fail items be identified during your upcoming inspection.. Documentation of repairs will be required in the manner requested and deadline issued by the Housing Inspector.

Although biennial inspections are resuming in 2021, yours may not be scheduled for several months. This information will be reiterated on your appointment letter and we ask that you wait until you receive your appointment letter to contact the office with questions regarding your inspection. General questions can be submitted at any time to hgeneral@campbellcountky.gov. Campbell County Department of Housing appreciates your cooperation in ensuring inspections are conducted safely to protect our customers and employees.

Sincerely,

Campbell County Department of Housing

If you have questions regarding the policies, procedures, and regulations of the Campbell County Department of Housing please reference the agency's Administrative Plan at www.campbellcountky.gov. If you are disabled and as a result of your disability you require a change in how CCDH communicates, presents information, or a change in venue for appointments, you may submit a request for a reasonable accommodation. We will review your request and respond within 10 business days. You have the right to request an interpreter. If negative action has been taken against an applicant or participant by the PHA in a circumstance where the Violence Against Women's Act (VAWA) should be considered, please notify the PHA of your concerns to determine whether a review is in order. If this is a notice of denial or termination of assistance, A CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING reporting form is enclosed.

