

Civil Citation Frequently Asked Questions

How do I pay a Civil Citation?

A Civil Citation may be paid in person or by mail within 15 days of the date of issuance. A Civil Citation may be paid in person at the Billing & Collections department, located at 325 Central Avenue in St. Petersburg. The office hours for in person payment are Monday through Friday from 8am to 5pm. Payment for Civil Citation may also be mailed to P.O. Box 33037, St. Petersburg, Florida 33733-8037. Please enclose the Civil Citation along with the payment.

How do I appeal a Civil Citation?

A Civil Citation may be appealed within ten (10) calendar days of the date of issuance by contacting the City Clerk's office at 727.893.7478 or in person at 175 5th Street North in St. Petersburg. The City Clerk will provide an appeal application and a copy of the Special Magistrate appeal procedures. The City Clerk will then forward the appeal to the Codes Compliance Assistance department for processing.

What happens after I file an appeal?

Once the Codes Compliance Assistance department receives the appeal from the City Clerk, an appeal hearing date will be scheduled. The appellant will be notified at least 20 days prior to the hearing of the appeal hearing date, time and location. The appeal hearing will be conducted by a Special Magistrate in accordance with the established procedures.

What happens if I win the appeal?

If the Special Magistrate finds in favor of the appellant, the Civil Citation will be overturned and the Codes Compliance Assistance case will be closed.

What happens if I lose the appeal?

If the Special Magistrate denies the appeal and determines that a violation of the City Code existed, the defendant will be responsible for the fine amount included in the Civil Citation and an additional \$50 administrative fee. If the violation of the City Code is not corrected, another Civil Citation may be issued at a higher fine amount.

If I correct the violation do I still have to pay the fine?

If the violation is corrected within the compliance time provided, then a Civil Citation will not be issued. If the violation is corrected after the compliance time provided and a Civil Citation has been issued, then the fine must be paid.

How is the amount of the Civil Citation determined?

Section 9-52 of the St. Petersburg City Code establishes the fine amount for each violation. Repeat violations may be issued Civil Citations with a higher fine amount as established in Section 9-52. Fine amounts for Civil Citations start at \$40 and reach a maximum of \$500.