

ARTICLE 10.

ADMINISTRATION AND ENFORCEMENT

SECTION 1001. ADMINISTRATIVE OFFICIAL

The provisions of this Ordinance shall be administered and enforced by the Building Inspector, who may employ the assistance of such other persons, such as a zoning code enforcement officer, as the City Council may approve or direct.

Section 1001. Duties of the Building Inspector

In conjunction with his responsibility for administration and enforcement of this Ordinance, the Building Inspector shall have the following duties:

- (a) Receive and examine applications for, and issue Building Permits, Zoning Compliance Certificates, and Occupancy Permits;
- (b) Make such inspections of buildings, structures and premises as are necessary to enforce the provisions of this Ordinance.
- (c) Carry out the orders of the Council, Commission, and/or Board authorized by this Ordinance.
- (d) Deny any application for Building Permit, Zoning Compliance Certificate, or Occupancy Permit, for a use which by the terms of this Ordinance requires the review and approval of the Board of Adjustment.

Section 1001.2 Limitations

Under no circumstances shall the Building Inspector:

- (a) Grant exceptions to the actual meaning of any clause, order, or regulation contained in this Code;
- (b) Make changes in or vary the terms of this Code.
- (c) Refuse to issue a Building Permit, Zoning Compliance Certificate or Occupancy Permit when the applicant has complied with all provisions of this and other applicable ordinances and codes, despite any violations of contracts, covenants, or private agreements which may result therefrom.

SECTION 1002. ZONING COMPLIANCE CERTIFICATES REQUIRED

It shall be unlawful to commence any excavation for, or erection, alteration, enlargement, extension, or moving, of any building or structure, or part thereof, or to change or extend

the use of any lot or parcel, or to change the use or type of occupancy of any building or structure, except as may be provided elsewhere in this Ordinance, until a Zoning Compliance Certificate for such work has been issued by the Building Inspector or the Zoning Compliance Officer.

Accessory buildings or structures, when proposed for erection at the same time as a main building and included on the application there fore, shall not require a separate Certificate. No Zoning Compliance Certificate shall be issued except in conformity with the provisions of this Ordinance; except after written order by the Board of Adjustment.

Section 1002.1 Application for Zoning Compliance Certificates

All applications for Zoning Compliance Certificates shall be filed on standard forms provided for the purpose, and shall be accompanied by plans in duplicate, drawn to scale, showing the following and such other information as the Building Inspector may require to insure conformity of the proposed building or structure with the provisions of this Ordinance.

- (a) Dimension, area and shape of the property to be built upon, and the boundaries of all lots or parcels under separate ownership contained therein;
- (b) Dimensions, size, height and use of any buildings or structures already existing on the property, and their exact location thereon;
- (c) Width and alignment of all streets, alleys and easements for public access, in or abutting the property;
- (d) Size and height of all buildings and structures proposed to be erected or altered, and their exact position on the property;
- (e) Proposed uses of building, structures, and land including the number of families or dwelling units, if any, the building is designed to accommodate.

Section 1002.2 Issuance of Zoning Compliance Certificate

Within ten (10) days after the filing of an application for a Zoning Compliance Certificate, according to the provisions of this Ordinance, the Building Inspector shall either issue or refuse to issue same, when such permit is refused; the Building Inspector shall state in writing his reasons for such refusal, so informing the application of same and retaining a file copy of the action. One copy of the plans shall be returned to the applicant marked either "APPROVED" or "DISAPPROVED" by the Building Inspector and attested to by his signature. The second copy of plans, similarly marked and signed, shall be retained in the files of the Building Inspector.

SECTION 1003. OCCUPANCY PERMITS REQUIRED

It shall be unlawful to use or permit the use of occupancy of, any building or structure, or any change or extension of a use of land for which a Zoning Compliance Certificate has been issued therefore by the Building Inspector.

Section 1003.1 Issuance of Occupancy Permits

Within ten (10) days after having received notice that the building, structure or premises, or part thereof, has been completed and is ready for use or occupancy, the Building Inspector shall make a final inspection thereof to determine whether construction has been completed in conformity with the provisions of this Ordinance. If he finds construction in conformity, he shall issue an Occupancy Permit.

Section 1003.2 Temporary Occupancy Permits

The Building Inspector may issue a Temporary Occupancy Permit for a part of a building, structure, or use prior to completion of the entire building, structure or use, provided that such part has been completed in conformity with all provisions of this Ordinance and is considered safe and suitable for use or occupancy. A Temporary Occupancy Permit shall remain in force until the entire building, structure, or use has been completed and inspected, and an Occupancy Permit has been issued.

SECTION 1004. INSPECTION FEES

Before and Zoning Compliance Certificate or Occupancy Permit shall be issued, the inspection fee shall have been paid to the City Clerk. Inspection fees shall be determined according to the schedule contained in Article 12 of this Ordinance, and posted in the office of the Building Inspector.