

SECTION 3
ADMINISTRATION AND ENFORCEMENT;
BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

(As amended by No. 480-UU)

- 3.1 ADMINISTRATION AND ENFORCEMENT - The Administrative Official appointed by the City Manager shall administer and enforce this ordinance. He shall be provided with the assistance of such other persons or consultants as the City Council may direct. If the Administrative Official shall find that any of the provisions of this ordinance are being violated, he shall notify in writing the landowner or person responsible for the violation indicating the nature of the violation and ordering the action necessary to correct it. He shall order discontinuance of any illegal use of land, buildings, or structures; removal of illegal buildings or structures or of illegal additions, alterations or structural changes; discontinuance of any illegal work being done; or shall take any other action authorized by this ordinance to ensure compliance with or to prevent violation of its provisions.
- 3.2 COMPLAINTS REGARDING VIOLATIONS - Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint with the Administrative Official, such complaint stating fully the causes and basis thereof. The Administrative Official shall properly record such complaint, immediately investigate, and take action thereon as provided by this ordinance. The Administrative Official, or his duly authorized representative, shall have the right to enter upon any premises in the City at reasonable times for the purpose of making inspections of buildings or premises necessary to carry out the enforcement of this ordinance.
- 3.3 BUILDING PERMITS REQUIRED - No building or other structure shall be erected, moved, added to or structurally altered without a permit therefore issued by the Administrative Official. No building permit shall be issued by the Administrative Official except in conformity with the provisions of this ordinance or other ordinances of the City unless approved by the Zoning Board of Adjustment in the form of an administrative review, special exception, or variance as provided by this ordinance. (As amended by Ordinance No. 480-D.)
- 3.4 APPLICATION FOR BUILDING PERMIT - All applications for building permits shall be accompanied by plans in duplicate drawn to scale showing the actual dimensions and shape of the lot to be built upon, the exact sizes and locations on the lot of buildings already existing, if any, and the location and dimensions of the proposed building or alteration. The application shall include such other information as lawfully may be required by the Administrative Official, including existing or proposed buildings or alteration, existing or

proposed uses of the building and land, the number of families, housekeeping units, or rental units the building is designed to accommodate, conditions existing on the lot, and such other matters as may be necessary to determine conformance with and provide for the enforcement of this ordinance.

The copy of the plan shall be returned to the applicant by the Administrative Official, after he shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. The original plan, similarly marked, shall be retained by the Administrative Official.

3.5 EXPIRATION OF BUILDING PERMIT - If actual construction of the work described in any building permit has not begun within six (6) calendar months from the date of issuance thereof, said permit shall expire; it shall be cancelled by the Administrative Official; and written notice thereof shall be given to the original applicant at the address given in such application. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner; except that where demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such demolition or removal shall be deemed to be actual construction, provided that work shall be diligently carried on until completion of the building involved. If the work described in any building permit has not been completed within two years of the date of issuance or extension thereof, said permit shall expire and be cancelled by the Administrative Official, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the cancelled permit shall not proceed unless and until a new building permit has been obtained.

3.6 CERTIFICATE OF OCCUPANCY REQUIRED FOR NEW, ALTERED, AND CHANGED USES - It shall be unlawful to use or occupy or permit the use or occupancy of any premises or any building or structure, or any part thereof which is hereafter erected, reconstructed, altered, enlarged or moved onto any premises until a certificate of occupancy shall have been issued therefore by the Administrative Official stating that the proposed use of the building or land conforms to the requirements of this ordinance, as well as ordinances relating to the health laws, building codes, electrical and plumbing codes, and other development and health and safety ordinances of the city.

a. A temporary certificate of occupancy may be issued by the Administrative Official for a period not exceeding six (6) months during the alteration or partial occupancy of a building pending its completion, provided that such temporary certificate includes such conditions and safeguards as will protect the safety of the occupants and the public.

b. The Administrative Official shall maintain a record of all certificates of occupancy, and a copy shall be furnished upon request to any person.

c. Failure to obtain a certificate of occupancy shall be a violation of this ordinance.

3.7 CONSTRUCTION AND USE TO BE AS PROVIDED IN APPLICATIONS, PLANS, PERMITS AND CERTIFICATES OF OCCUPANCY - Building permits or certificates of occupancy issued on the basis of plans and applications and approved by the Administrative Official shall authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement or construction shall be permitted.

3.8 APPLICATIONS FOR AMENDMENTS TO THE ZONING ORDINANCE, ZONING REQUESTS, CONCEPT PLANS, DEVELOPMENT PLANS, SITE PLANS, DEVELOPMENT PLANS, SPECIFIC USE PERMITS, BOARD OF ADJUSTMENT AND OTHER ZONING ORDINANCE RELATED REQUESTS

An application will not be submitted to the Planning and Zoning Commission or City Council until the Administrative Official determines that the application is complete.