

## SUBCHAPTER 1Q ENFORCEMENT, APPLICATIONS AND PERMITS

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5-1Q-1 BUILDING OFFICIAL TO ADMINISTER. It shall be the duty of the person designated by the City Manager as Building Official to administer and enforce the regulations contained herein.

5-1Q-2 BUILDING PERMIT REQUIRED. It shall be unlawful for a property owner or contractor to commence or to proceed with the erection, construction, reconstruction, change of use, alteration, enlargement, extension, raising or moving of any building or structure, fences located in front yard easements or parking lots, or any portion thereof, without first having applied in writing to the Building Official for a building permit to do so and a building permit has been granted therefor.

(Ord. 1091, 3-7-11)

5-1Q-3 DETAILS IN APPLICATION. Every application for a building permit shall be in writing and delivered to the Building Official and shall be accompanied by a detailed set of plans, showing the size of the proposed building or structure, its location on the lot, the basic materials of which it is to be constructed and the details and type of construction to be used. On the issuance of a permit one set of said plans shall be retained by the Building Official as a permanent record and one set shall be returned to the applicant. In cases of any building or structure to be located outside the fire districts, the Building Official may, at his/her own discretion, permit the substitution of a written statement covering the essential information required in place of said plans.

5-1Q-4 BLANK FORMS FURNISHED. Blank forms shall be provided by the Building Official for the use of those applying for permits as provided for in this Title. Any permits issued by the Building Official shall be on standard forms for such purpose and furnished by the City.

5-1Q-5 RECORDS KEPT; PERMIT FEES. A careful record of all such applications, plans and permits shall be kept in the office of the City Manager. The fee structure for building permits shall be established by a resolution of the City Council.

5-1Q-6 EXPIRATION OF PERMIT; RENEWAL. Any building permit under which no construction work has been commenced within six (6) months after the date of issue of said permit or under which the proposed construction has not been completed within two (2) years of the date of issue shall expire by limitation; and no work or operation shall take place under such permit after such expiration. Upon payment of ten cents (\$.10) per month for each one thousand dollars

(1,000) of the construction cost of which the original permit was issued but not less than one dollar (\$1.00) per month in any case, a building permit may be once extended for a period not exceeding six (6) months by the Building Official.

**5-1Q-7 CERTIFICATE OF OCCUPANCY.** Subsequent to the effective date of this Title no change in the use of occupancy of land, nor any change of use or occupancy in an existing building other than for single family dwelling purposes, shall be made, nor shall any new building be occupied until a certificate of occupancy has been issued by the Building Official. Every certificate of occupancy shall state that the new occupancy complies with all provisions of the Title. No permit for excavation for, or the erection or alteration of, any building shall be issued before the application has been made and approved for a certificate of occupancy and compliance, and no building or premise shall be occupied until such certificate and permit is issued. A record of all certificates of occupancy shall be kept on file in the office of the Building Official, and copies shall be furnished on request to any person having a proprietary or tenancy interest in land or building affected by such certificate of occupancy.

**5-1Q-8 POSTING OF PERMIT.** It shall be the duty of the holder of any building permit to display said permit at the construction site in a location easily visible from the public right-of-way and to maintain such posting until construction is completed.

**5-1Q-9 VIOLATION PENALTY FEE.** A violation of its ordinance by the commencement of any unlawful act is described above or by failure to comply with any of the requirements of this ordinance shall be punishable by a fine not to exceed one hundred dollars (\$100) and each twenty-four (24) hour period from the commencement of the unlawful act or failure to comply may be prosecuted as an individual violation of this ordinance. In addition, a violation of this ordinance by the commencement of an unlawful act or a failure to comply as described above may be prosecuted as a violation of the Municipal Infractions Ordinance and shall be subject to the remedies provided by that ordinance.

In addition to the remedies set forth above, the Building Official may simply increase the fee for the building permit by twenty-five dollars (\$25.00), if the applicant has already started construction before the permit was issued.

Note: 5-1Q-1 provides that the Building Official shall enforce the regulations provided in Chapter 5-1Q.

(ORD 862, 12-18-92)