

ARTICLE XIII

ADMINISTRATION AND ENFORCEMENT

SECTION 13.1 ADMINISTRATION OF ORDINANCE. A code enforcement officer designated by the City Council shall administer and enforce this Ordinance and carry out the duties required. He or she may be provided with the assistance of such other persons as the City Council may direct.

If the code enforcement officer shall find that any of the provisions of this Ordinance are being violated, he shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it. Such written notice shall not be a necessary condition precedent to enforcement of the Ordinance. He shall order discontinuance of illegal use of land, 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.

SECTION 13.2 BUILDING PERMITS REQUIRED. No building or other structure shall be erected, moved, added to, or structurally altered without a permit therefore, issued by the code enforcement officer. No building permit shall be issued by the code enforcement officer except in conformity with the provisions of this Ordinance, unless he receives a written order from the Board of Appeals in the form of an administrative review or variance as provided by this Ordinance.

SECTION 13.3 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 building 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. One copy of the plans shall be returned to the applicant by the code enforcement officer after he shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. The original, similarly marked, shall be retained by the code enforcement officer. If the plans conform with the provisions of this Ordinance, the city building codes and other Ordinances of the city, the permit shall be issued upon payment of the required fee. If compliance does not result, the building permit shall be refused by the code enforcement officer.

SECTION 13.4 CERTIFICATE OF OCCUPANCY REQUIRED. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a certificate of occupancy shall have been issued therefor by the code enforcement officer stating that the proposed use of the building or land conforms to the requirements of this Ordinance.

No permit for erection, alteration, moving or repair of any building shall be issued until application has been made for a certificate of occupancy. The certificate shall be issued only if the building and use comply with the provisions of this ordinance upon completion of the work.

A temporary certificate of occupancy may be issued by the administrative official for a period not exceeding six months during alterations or partial occupancy of a building pending its completion, provided that such temporary certificate may include such conditions and safeguards as will protect the safety of the occupants and the public.

The code enforcement officer shall maintain a record of all certificates of occupancy, and a copy shall be furnished upon request to any person. Failure to obtain a certificate of occupancy shall be a violation of this Ordinance and punishable under Section 16.3 of this ordinance.

SECTION 13.5 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 approved by the code enforcement officer authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement or construction. Use, arrangement, or construction at variance with that authorized shall be deemed violation of this ordinance, and punishable as provided by Section 16.3 hereof.

SECTION / ARTICLE	DESCRIPTION	AMENDMENT DATE
Section 13.5	Expiration of Building Permits (deleted)	08/25/2003