

CHAPTER 3: ADMINISTRATION

301 BUILDING PERMITS.

- 301.01 Application Required.** No building, structure, or other physical improvement (i.e., fences, sidewalks, driveways, porches, decks, gazebo, etc.) shall be erected, constructed, moved, added to, or demolished without a building permit. Said building permit shall be approved as specified below before any work commences on any project. **Any person commencing work without an approved permit shall be subject to penalties as defined in Section ~~302.03~~ 303.03 in addition to the required permit application fees.**
- 301.02 Application Form Approved/Information Required.** Building permits in a form so approved by the City Council shall be available from the City Clerk. Every application for a permit shall be accompanied by a detailed drawing or plan drawn to scale, or a blueprint, showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of the building or structure to be erected or altered, the location of all lot/property lines, streets, and alleys, the required setbacks (based on the zoning district requirements), the existing and intended use of each building or part, the proposed number of units, the approximate cost of the project; types and kinds of material to be used. Building permit applicants are required to set stakes showing their property line boundaries, and stakes where the proposed building will be placed, prior to the inspection and before any action on the permit is taken. Such other information with regard to the lot and neighboring lots as may be necessary for the enforcement of the ordinance shall also be provided.
- 301.03 Fees.** Fees for building/zoning permits shall be set by Resolution of the City Council. The fees shall be contained in the application forms as available from the City Clerk.
- 301.04 Procedure for Application.** Completed building/zoning permits shall be submitted to the City Clerk. Upon receipt of all building permit applications, the City Clerk shall review said application for completeness and forward to the Planning and Zoning Commission for review. Upon determination, the following shall occur:
- A. If additional information is required, the application shall be returned to the applicant for clarification.
 - B. If the application does not meet the requirements of this Ordinance (i.e., setbacks are not sufficient), a variance or special exception may be required, in which case the applicant will be required to request a variance or special exception per the provisions of this Ordinance.
 - C. If the application does meet the requirements of this Ordinance, the application shall be approved by the Clerk or forwarded to the City Council for final review. The final review shall be placed on the Council agenda when necessary and copies of the completed applications are forwarded to the Council for review prior to the meeting.
- 301.05 Final Review of Application by City Council.** The City Council shall make final review of all building/zoning applications. If an application is approved, the Zoning/Building Administrator shall be notified by the Clerk so that inspection of the project can be scheduled. IF an application is returned for further information, the Planning and Zoning Commission shall review the additional information according to Section 306.04 (above). If an application is denied, the Council shall provide the applicant with its reasons for denial. If the initiation of a project is imminent to the extent that the applicant desires to request a special Council meeting to review the application, the Council may, by resolution, determine that there be an additional fee to the applicant for the special meeting. Building permits are good for one (1) year following the date of approval.

- I. The use shall not involve any direct or reflected glare that is visible from any adjoining property or from any public street, road, or highway.

303 ADMINISTRATION AND ENFORCEMENT.

This ordinance shall be enforced by the Clerk acting as Zoning Administrator. No building permit or certificate of occupancy shall be issued except where the provisions of this ordinance have been complied with.

303.01 Powers and Duties of the Administrator. The administrator shall:

- A. Be familiar with the Zoning Ordinance and all provisions contained herein;
- B. Work with the Planning and Zoning Commission to review all completed building permit applications and forward to the City Clerk for presentation to the City Council for final approval;
- C. Conduct inspections of buildings, structures, and the use of land to determine compliance with the terms of the Ordinance, including setback provisions; and
- D. Initiate, direct, and review from time to time a study of the provisions of the Ordinance and make report of recommendations to the Planning Commission and Council.

303.02 Powers and Duties of the City Clerk. In regards to the administration of this Zoning Ordinance, the City Clerk shall:

- A. Make available building permits and applications;
- B. Receive all completed building permit applications and forward to the Administrator for review, and receive reviewed applications and forward to the City Council for approval;
- C. Assist the Administrator in arranging the inspection of buildings, structures and use of land to determine compliance with the terms of this Ordinance.
- D. Maintain permanent and correct records of the Ordinance, including, but not limited to, all maps, amendments, uses on review, variances, appeals and application thereof;
- E. Provide and maintain a public information service relative to all matters rising out of the Ordinance;
- F. Forward to the Council and the Planning Commission all applications for amendments to the Ordinance; and
- G. Transmit to the Board of Adjustment applications for appeals, variances, uses on review, or other matters on which the Board of Adjustment is required to pass under this Ordinance.

303.03 Penalties. Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of the ordinance shall, upon conviction, be fined not less than \$50.00 nor more than \$100.00 for each offense. Each day that a violation continues shall constitute a separate offense.