

Chapter 15

ADMINISTRATION AND ENFORCEMENT

10-15-1: BUILDING PERMITS REQUIRED:

- A. Buildings And Structures: The construction, alteration, repair, movement, removal or occupancy of any building or structure or any part thereof, as provided or as restricted in this title, shall not be commenced or proceeded without first submitting an application and obtaining a permit therefor from the planning and zoning administrator or other authorized officer. (Ord. 6-18-81A, 6-18-1981)

- B. Moving Structures And Buildings: Permits for the moving of structures and buildings shall be granted only in compliance with provisions as set forth in section 10-11-6 of this title. Said permits shall be required for the moving of mobile homes, demountable homes, manufactured homes and similar movable structures. (Ord. 6-18-81A, 6-18-1981; amd. minutes of 5-8-2001)

- C. Electrical Or Plumbing Systems: The alteration, repair, removal or conversion of any part of a structure or building's electrical and/or plumbing system shall not be commenced or proceeded with without first submitting an application and obtaining a permit therefor from the planning and zoning administrator or other authorized officer.

- D. Permits In Violation Void: Permits issued in violation of any provision of this title, whether intentional or otherwise, shall be null and void.

- E. Fees May Be Established: The city council may, by resolution, prescribe a schedule of reasonable fees to cover the expense of examining plans, issuing building permits and inspections; provided, that no fee shall be necessary where the erection, construction, reconstruction, removal alteration is minor in character, as determined by the planning and zoning administrator. (Ord. 6-18-81A, 6-18-1981)

10-15-2: PLANS REQUIRED:

All applications for building permits shall be accompanied by plans which have been drawn to scale, showing the actual dimension of the lot to be built upon, the size and location

of existing buildings and, as required, the location and layout of off street parking and a planting plan showing how the premises will be landscaped. A careful record of said application and plans shall be kept in the office of the planning and zoning administrator for a period of five (5) years from the date of receipt thereof. (Ord. 6-18-81A, 6-18-1981)

10-15-3: PERMITS TO COMPLY:

From the time of the effective date hereof, permits shall not be granted for the construction or alteration of any building or structure, for the moving of a building or structure onto a lot, or for the change in use of any land, building or structure, if such construction, alteration, moving or change in use would be a violation of any of the provisions of this title, nor shall any sewer or water service line or electric utilities be installed to serve the premises if such use would be in violation of this title. (Ord. 6-18-81A, 6-18-1981)

10-15-4: LICENSE TO COMPLY:

No license shall be issued by an official or employee vested with the duty and authority to issue licenses which would not be in conformance with the provisions of this title, and such licenses issued shall be null and void. (Ord. 6-18-81A, 6-18-1981)

10-15-5: PLANNING AND ZONING ADMINISTRATOR:

A. Appointment: The mayor shall appoint a planning and zoning administrator to exercise the powers and duties of the planning and zoning administrator as set forth in subsection B of this section. The appointment of a planning and zoning administrator shall be subject to the concurrence of the city council. (Ord. 5-26-94B, 5-26-1994)

B. Powers And Duties:

1. It shall be the duty of the planning and zoning administrator to inspect, or cause to be inspected, all buildings in the course of construction or repair. He shall enforce all the provisions of this title, entering actions in the court when necessary, and his failure to do so shall not legalize any act in violation of such provisions.
2. Upon appeal to the board of adjustment of any matters on which said board is required to pass, the planning and zoning administrator shall forthwith transmit all papers, records and other pertinent data pertaining to the appeal to said board of adjustment as required by the terms of this title. The planning and zoning administrator shall also

refer matters to the planning commission and city council as set forth in this title. (Ord. 6-18-81A, 6-18-1981)