

CHAPTER VII

ADMINISTRATION AND ENFORCEMENT

7.00 **ZONING ADMINISTRATOR**

A Zoning Administrator shall be appointed by the Mayor to enforce this ordinance. He or she may be provided with the assistance of such other persons as the Commission may direct.

7.0001 **Duties and Responsibilities:** If the Zoning Administrator shall find any of the provisions of this ordinance are being violated, he/she shall notify in writing the person responsible for such violations, indicating the nature of the violations and ordering the action necessary to correct them. He/she shall order the discontinuance of illegal uses of land, buildings or structures; the removal of illegal buildings or structures or of illegal additions, alterations or structural changes; the discontinuance of any illegal work being done; and he/she shall take any other action authorized by this ordinance to insure compliance with or to prevent violations of its provisions. The Zoning Administrator shall have the authority to make inspections of buildings or premises necessary to carry out his/her duties in the enforcement of this ordinance. It shall be unlawful for the Zoning Administrator to approve a certificate of occupancy or building permit for any excavation or construction or use until he/she has inspected such plans in detail and has found them to be in compliance with the ordinance.

7.0002 **Complaints Regarding Violations:** Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaints stating fully the causes and basis thereof shall be filed with the Zoning Administrator. H/she shall record properly such complaint, immediately investigate, and take action thereon as provided by this ordinance, and make answer to the complaint no later than thirty (30) days from the date of the complaint.

7.10 **BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY**

7.1001 **Building Permit:** No building, involving costs exceeding one thousand (\$1,000.00), may be undertaken in the City without a building permit and without a certificate of occupancy as required by *Section 6.1002*. Each application for a building permit shall be accompanied by a plat in duplicate, drawn to scale, showing the name of the person making the application, the actual dimensions of the lot to be built upon as shown by a survey, the size, shape, and location of

the building to be erected, and such other information as may be necessary to provide for the enforcement of this ordinance. A record of applications and plats shall be kept and any deviation by the owner or builder from the approved plot plan, without the written consent of the Building and Planning Department, shall be considered a violation of this ordinance.

7.1002

Certificates of Occupancy: Subsequent to the effective date of this ordinance, no change in the use or occupancy of land, nor any change of use or occupancy in an existing building, shall be made, nor shall any new building be occupied, until a certificate of occupancy has been issued by the Zoning Administrator. Every certificate of occupancy shall state that the new occupancy complies with all provisions of this ordinance. No permit for the 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 no building or premises shall be occupied until such certificate is issued. A record of all certificates of occupancy shall be kept on file in the office of the Zoning Administrator and copies shall be furnished on request to any person having a proprietary or tenancy interest in the land or a building affected by such certificate of occupancy.