

CHAPTER 155

BUILDING PERMITS

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155.01 PURPOSE. The purpose of this chapter is to provide and establish a system for the issuance of building permits for the purpose of registering all construction within the City.

155.02 PERMIT REQUIRED. A building permit is required before any building or other structure shall be erected, constructed or enlarged within the City. Building permits can be obtained from the Zoning Administrator.

155.03 APPLICATION. To obtain a permit the applicant shall first file an application therefor in writing on a form furnished for that purpose. Every such application shall include:

1. Name. The name and address of the applicant.
2. Description of the Work. A description of the work to be covered by the permit.
3. Location. Description of the land on which the proposed work is to be done, by lot, block, tract and house and street address or similar description that will readily identify and definitely locate the proposed building or work.
4. Use or Occupancy. The use or occupancy for which the proposed work is intended.
5. Plans and Specifications. Application for permits shall be accompanied by plans and specifications for the proposed construction.
6. Value. Statement of the valuation of the proposed work.
7. Signature. Signature of the permittee or an authorized agent, which agent may be required to submit evidence to indicate such authority.
8. Other. Such other information as reasonably may be required by the Zoning Administrator.

155.04 PERMIT ISSUED. The application and plans and specifications filed by an applicant for a permit shall be checked by the Zoning Administrator. Such plans may be reviewed by other departments of the City to check compliance with

the laws and ordinances under their jurisdiction. If the Zoning Administrator is satisfied that the work described in the application for a permit and the plans filed therewith conform to the requirements of this chapter and other pertinent laws and ordinances, and that the fee specified herein has been paid, the Zoning Administrator shall issue a permit therefor to the applicant.

155.05 RETENTION OF PLANS. One set of approved plans, specifications and computations shall be retained by the Zoning Administrator for a period of not less than ninety (90) days after the date of completion of the work covered therein.

155.06 EXPIRATION. Every permit issued by the Zoning Administrator under the provisions of this chapter shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within one hundred twenty (120) days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred twenty (120) days. Before such work can be recommenced, a new permit shall be first obtained, and no fee therefor shall be required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further, that such suspension or abandonment has not exceeded one year.

155.07 SUSPENSION OR REVOCATION. The Zoning Administrator may, in writing, suspend or revoke a permit issued under the provisions of this chapter whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this chapter.

155.08 FEE. A fee, in an amount established by resolution of the Council, for each building permit shall be paid to the Zoning Administrator at the time the application for the building permit is submitted to the City.