

CHAPTER 155

BUILDING PERMITS

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155.01 BUILDING PERMIT REQUIRED. No person, firm, or corporation shall erect, construct, enlarge, or improve any building, structure, retaining wall, or fence in the City, or cause the same to be done, without first obtaining a separate permit for each building site from the City.

155.02 APPLICATION REQUIREMENTS. To obtain a permit the applicant shall first file an application in writing on a form furnished for that purpose. Every application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done, by lot, block, tract, and the house and street address, or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use of occupancy for which the proposed work is intended.
4. Be accompanied by plans and specifications as required in Section 155.03 of this chapter.
5. Be signed by the permittee, or an authorized agent, who may be required to submit evidence to indicate such authority. In the case of a fence that is to be placed on the property line, the application shall be treated as a joint application and both owners must sign the application.
6. Give such other information as reasonably may be required by the City Clerk.

155.03 PLANS AND SPECIFICATIONS REQUIREMENTS. Plans and specifications shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of this chapter and all relevant laws, ordinances, rules, and regulations. Plans shall include a plot plan showing the location of the proposed building and of every existing building on the property.

155.04 BUILDING PERMIT COMMITTEE. All building permits shall require approval of a Building Permit Committee prior to the commencement of construction. The Building Permit Committee shall consist of the Mayor, the Public Works Director, and any one Council person.

155.05 EXPIRATION. Every permit issued by the Council 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 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 120 days. In any event the building permit shall expire upon the anniversary of its issue.

155.06 APPLICATION REVIEW; PERMIT ISSUANCE. The applications, plans, and specifications filed by an applicant for a permit shall be checked by the Building Permit Committee. Such plans may be reviewed by other departments of the City to check compliance with the laws and ordinances under their jurisdiction. If the Building Permit Committee is satisfied with the work described in an application for permit and the plans filed therewith conform to the requirements of this chapter and other pertinent laws and ordinances, and the fee specified herein has been paid, it shall issue a permit to the applicant.

155.07 RETENTION OF PLANS AND SPECIFICATIONS BY CITY. One set of approved plans, specifications, and computations shall be retained by the Clerk for a period of not less than 90 days from date of completion of the work covered therein.

155.08 SUSPENSION; REVOCATION. The Clerk may, in writing, suspend or revoke a permit issued under 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 of any of the provisions of this chapter.

155.09 PERMIT FEE.

1. A fee in the amount of fifteen dollars (\$15.00) for each building permit shall be paid to the Clerk for each new structure on a lot, including any attachment to an existing structure.
2. The fee shall be paid at the time the application for building permit is submitted to the Clerk.

155.10 PENALTY.

1. The failure to obtain a building permit or failure to renew a permit upon expiration shall constitute a municipal infraction.
2. A building or building site showing any of the following conditions shall constitute a municipal infraction if a valid building permit for the location is not in the possession of the owner or contractor:
 - A. Any open grade.
 - B. Any sidewalk that has been removed and not replaced unless an application to permanently remove the sidewalk has been obtained from the Council.
 - C. Any open or exposed work areas that lack a finished surface.
 - D. The lack of any structural component called for in the original permit application for which foundation or other permanent change has been made in the original structure.

155.11 FENCE MAINTENANCE. The owner constructing a fence shall be responsible to maintain both sides of the fence and construct same to be able to control the grass and weeds on both sides and not infringe on the adjacent owner's property unless said owner has written