

CHAPTER XIV

ADMINISTRATION AND ENFORCEMENT

SECTION 14.01 ZONING ADMINISTRATION. *The provision of this ordinance shall be administered and enforced by the Zoning Administrator, except as expressly indicated otherwise in this ordinance.*

SECTION 14.02 ZONING ADMINISTRATOR. *The Zoning Administrator shall be appointed by the Township Board for such term and subject to such conditions and at such rate of compensation as the Township Board shall determine. To be eligible for appointment to the post of Zoning Administrator, the applicant must be: (1) generally informed of the provisions of this Ordinance; (2) have a general knowledge of the building arts and trades; and (3) be in good health and physically capable of fulfilling the duties of the Zoning Administrator. Said applicant shall have no interest whatsoever, directly or indirectly, in the sale or manufacture of any material, process, facility, or device entering into or used in connection with building construction.*

SECTION 14.03 PERMITS.

- (a) Permit Required - No building or structure, except farm buildings in the Agriculture District but not excepting farm dwellings, shall be erected, moved, placed, reconstructed, extended, enlarged, or altered except wholly interior alterations or repairs at a cost of five hundred dollars (\$500) or less, unless a permit therefore has been issued by the Building Inspector. An application for a permit shall be in writing and upon duplicate printed forms furnished by the Township. A permit issued by the Building Inspector is nontransferable and must be obtained before any work, excavations, erection, alteration or movement is commenced. Satisfactory evidence of ownership of the lot or premises may be required by the Zoning Administrator and shall be furnished upon request. If the application is approved the Zoning Administrator shall so mark both copies of the application over his signature and file one copy with Township Clerk and return the other copy to the applicant. The Building Inspector shall also provide the applicant with a construction card signed by the Building Inspector stating the extent of the work authorized. This card shall be attached to and remain on the lot or premises during the progress of the work authorized.
- (b) Contents of Application - Each application shall include such reasonable information as may be requested by the Zoning

Administrator in order to determine compliance with the terms and provisions of this ordinance and shall include, as a minimum, the following information: (1) the location and actual dimensions of the lot or premises to which the permit is to apply; (2) the kind of buildings or structures to which the permit is to apply; (3) the width of all abutting streets; (4) the area, size and location of all buildings or structures to which the permit is to apply; (5) the type of use to be made of the building or structure to which the permit is to apply; (6) the use of buildings or structures on adjoining lands; and (7) the estimated cost of the building or structure. The Building Inspector, in his discretion, may waive the inclusion of any of the foregoing information in an application if he shall determine that such information is not reasonably necessary for him to determine compliance with the terms and provisions of this Ordinance.

- (c) Accessory Buildings or Structures - Accessory buildings or structures, when erected, moved, places, reconstructed, extended, enlarged or altered at the same time as the principal building on the same lot or premises and when shown on the application for the permit for the principal building, shall not require the issuance of a separate permit. A separate permit shall be required if any accessory building or structure is erected, moved, placed, reconstructed, extended, enlarged or altered separately or at a different time than the principal building on the same lot or premises.
- (d) The Planning Commission Approval - When the terms and provisions of this Ordinance require authorization by the Planning Commission as a special use and such authorization is given, then both copies of the application shall be marked approved by the Secretary of the Planning Commission in addition to being so marked as provided above by the Building Inspector.
- (e) Issuance of Permit - Within the (10) days after the receipt of any application, the Building Inspector shall either (1) issue a permit if the proposed work is in conformance with the terms and provisions of this Ordinance; or (2) deny issuance of a permit and state the reason (s) or cause (s) for such denial in writing. In each case, the permit or the written reason (s) or cause (s) for denial shall be transmitted to the owner or his agent.
- (f) Expiration of Permits - A permit for a single family dwelling for which all construction work has not been completed within one (1) year from the date of it=s issuance shall expire automatically; a permit for any other building or structure for which all construction work has not been completed within two (2) years from the date of issuance shall expire

automatically. A permit expiring automatically pursuant to this subsection shall, upon reapplication, be renewable once for additional terms of one (1) and two (2) years, respectively one (1) year for single family dwelling, two (2) years for any other building or structure, on payment of an additional fee equal to one half (2) of the original permit fee.

- (g) Cancellation of Permits - The Building Inspector shall have the power to revoke and cancel any permit in the event of failure or neglect to comply with all of the terms and provisions of this Ordinance or in the event of any false statements or misrepresentations in the application for the permit. Notice of such cancellation and revocation shall be securely posted on the construction, such posting to be considered as service upon and notice to the permit holder of the cancellation and revocation of the permit.
- (h) Fees - For each permit issued, a fee shall be paid to the Building Inspector, who shall remit the same to the Township Clerk. Fees shall be determined according to a schedule established by the Township Board. The payment of such fees is a condition precedent to the validity of the permit.

The amount of such fees shall be determined from the estimate cost or the square footage of the building or structure as set forth in the application for the permit. If, upon completion of the building or structure, the Building Inspector shall determine that the estimated cost does not represent a fair valuation of the cost of the building or structure, he shall notify the applicant in writing of the permit fee deficiency and the building or structure shall not be used until such deficiency has been paid to the Building Inspector.

In addition, special fees shall be paid to the Building Inspector who shall remit the same to the Township Clerk. Such special fees shall be paid according to a fee schedule as adopted by the Township Board.

The payment of such fees is a condition precedent to the validity of such permit.

SECTION 14.04 INSPECTION OF BUILDINGS AND STRUCTURES. *Buildings and structures, shall be inspected as provided by the basic building code (Building Officials and Code Administrators International Incorporated.) As amended, as adopted by the township board.*

SECTION 14.05 CERTIFICATION OF COMPLIANCE. *No building or structure, which is erected, moved, placed, reconstructed, extended, enlarged, or altered shall be used in whole or in part until the owner thereof shall have been issued a certificate by the Building Inspector affirming that such building or structure conforms in all respects to the provisions of this Ordinance. Such certificate shall be used after the work is complete and final inspection has been made.*