

ARTICLE 15 ADMINISTRATION

Sec. 15.0. Enforcement.

This law shall be enforced by the code enforcement officer, who shall be appointed by the mayor and common council of the city. No building permit shall be issued or reissued except where all the provisions of this law have been complied with. The code enforcement officer shall keep the planning board advised of all matters pertaining to the enforcement of this law other than routine duties, and shall submit a monthly report to the mayor and common council, planning board and zoning board of appeals enumerating the applications received, inspections made, permits issued or refused, and other actions taken.

Where sufficient cause exists to believe that the terms of this law have been violated and where corrective action has not been taken nor an appropriate variance application to the zoning board of appeals filed, within 10 days of the issuance of a written notice of violation mailed to the record owner(s) of the property where the violation occurs, with a copy to the alleged violator, if not the same person, the code enforcement officer, pursuant to Municipal Home Rule Law SS 10, Subdivision 4(a), is authorized to issue an appearance ticket directing the alleged violator to appear in a designated local criminal court at a designated future time in connection with the alleged and designated offense.

Sec. 15.1. Building permits.

15.1.1 No building or structure shall be erected, added to, or structurally altered until a permit therefor as specified herein has been issued by the code enforcement officer. No building permit shall be issued for any building under the building and building regulations code of the city where said construction, addition, or alteration or use thereof would be in violation of any of the provisions of this law.

15.1.2 For zoning purposes, there shall be submitted with all applications for building permits two copies of a layout or plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and accessory buildings to be erected, and such other information as may be necessary to determine and provide for the enforcement of this law.

15.1.3 One copy of such layout or plot plan shall be returned when approved by the code enforcement officer, together with such permit to the applicant, upon the payment of a fee as set by the common council of the city.

Sec. 15.2. Certificate of compliance.

No land shall be occupied or used and no building or other structure erected, altered, extended, enlarged or, if a non-conforming use, restored shall be occupied, used, or changed in use until a certificate of compliance shall have been issued by the code enforcement officer stating that the building, other structure or proposed use thereof complies with the provisions of the zoning law of the city. Vacated existing commercial properties may not be used or occupied until a certificate has been issued to ensure that the new use or occupancy is permitted.

All certificates of compliance for new or structurally altered buildings or structures shall be applied for coincident with the application for a building permit therefor. Such certificate of compliance

shall be issued within 30 days after the erection or alteration shall have been approved as complying with the provisions of this law.

Sec. 15.3. Inspection.

The code enforcement officer is hereby empowered to cause any building, other structure or tract of land to be inspected and examined and to order, in writing, the remedying of any condition found to exist therein or thereat in violation of any provision of this law. After any such order has been served, no work shall proceed on any building, other structure or tract of land covered by such order, except to comply with such order.