

### SECTION 3

#### ENFORCEMENT, APPLICATIONS, AND PERMITS

- 3.1 It shall be the duty of the person designated by the Mayor and approved by the legislative body of the City as Zoning Administrator to administer and enforce the regulations contained herein.
- 3.2 It shall be unlawful to commence or to proceed with the erection, construction, reconstruction, conversion, alteration, enlargement, extension, raising, or moving of any building or structure, or any portion thereof, prior to the issuance of a building permit by the Zoning Administrator.
- 3.3 Every application for a building permit shall be in writing and delivered to the Zoning Administrator. The application shall be accompanied by a duplicate set of detailed plans for buildings within the "C" and "I" Districts. The plans shall show the size of the proposed building or structure, its location upon the lot, the basic materials of which it is to be constructed, and the details and type of construction to be used. On the issuance of a building permit, one (1) set of said plans shall be retained by the Zoning Administrator as a permanent record and one (1) set shall be returned to the applicant. In the case of a building or structure to be located within an "R" District, the Zoning Administrator may, at his own discretion, permit the substitution of a written statement covering the information required in place of said plans.
- 3.4 Blank forms shall be provided by the Zoning Administrator for the use of those applying for building permits. All building permits issued by the Zoning Administrator shall be on standard forms for such purpose and furnished by the City.
- 3.5 A record of all such applications, plans, and building permits issued shall be kept by the Zoning Administrator.
- 3.6 Any building permit, under which construction work has not been commenced within six (6) months after the date of issue, shall expire by limitation.
- 3.7 The fees to be charged for the issuance of building permits shall be as follows:

3.7.1	For work costing \$1,000 or less	\$ 1.00
3.7.2	For work costing over \$1,000, but not over \$5,000	\$ 3.00
3.7.3	For work costing over \$5,000; but not over \$10,000	\$ 6.00
3.7.4	For work costing over \$10,000, but not over \$25,000	\$10.00
3.7.5	For work costing over \$25,000, but not over \$50,000	\$15.00
3.7.6	For work costing over \$50,000	\$25.00