

Section 3-207. Building permit.

A. Permit required.

1. No person shall commence any construction, demolition, modification or renovation of a building, structure, and awning or canopy the value of which exceeds five hundred (\$500) dollars in value, as determined by the Building Official, without first obtaining a building permit.

2. All building permits and sign permits shall be in conformity with these regulations and any applicable development approval related to the parcel proposed for development.

3. Applications for permits will be accepted only from persons currently licensed in their respective fields and for whom no revocation or suspension of license is pending, provided, however, a sole owner may make application, and if approved, obtain a permit and supervise the work in connection with the construction, maintenance, alteration or repair of a single-family residence or duplex for his own use and occupancy and not intended for sale and may make application for, and if approved, obtain a permit for maintenance and minor repairs on any type building. The construction of more than one (1) residence or duplex by an individual owner in any twelve (12) month period shall be construed as contracting, and such owner shall then be required to be licensed as a contractor. Such licensed contractor or owner shall be held responsible to the Building Official for the proper supervision and conduct of all work covered thereby.

4. All general contractors or owner/builders shall submit a list of all subcontractors to be employed on the project. The Building and Zoning Department will review the list to insure that all subcontractors are properly certified, licensed, and insured. Should the general contractor or owner/builder change subcontractors during the project, it will be necessary for the Building and Zoning Department to be notified prior to permitting the new subcontractor to commence work on the project. Any project found to be using unauthorized subcontractors is subject to a stop work order until the Building Official is satisfied that proper conditions exist and all permitting conditions are met.

B. Procedure. All applications for building permits shall be submitted to the Building and Zoning Department. Upon receipt of an application, the Development Review Official shall determine whether the application conforms to these regulations and any applicable development approval. If the Development Review Official determines that the application does not conform, the Development Review Official shall inform the applicant of the decision. If the Building Official determines that the application does conform, the building permit may be issued. If the Building Official determines that the application does not conform, he shall identify the application's deficiencies and deny the application.

C. Posting of bond. Before any building permit shall be issued, the owner of the affected property of the contractor shall deposit with the city that amount which in the opinion of the Building Official and/or the City Manager shall be adequate to reimburse the City, or any neighboring property owner, for damage which may result to sidewalks, parkways, parkway trees and shrubs, street pavement of other municipal or private property, or improvement from such work and the equipment and materials used in connection therewith, and for the removal of debris or excess material upon the completion of said work, and shall sign an undertaking to the City to pay the amount of any deficiency between the amount of said deposit and the cost of repairing any such damage or removal of any such debris or excess materials. Upon completion of the work, the Building Official, or such other person as may be designated by the City Manager, shall make final inspection and if the person shall find that no damage has resulted, and no debris or material remains on the site, the said deposit shall be returned to the depositor, or, if any damage shall be repaired by the City, or any debris or excess material be removed by the City, and the cost thereof shall be less than the deposit, then the difference between such cost and the amount of the deposit shall be returned to the depositor. Such bonds shall not be refunded until all code requirements are completed including necessary driveways and sidewalks.

D. Incomplete buildings. No building not fully completed in substantial compliance with plans and specifications upon which a building permit was issued shall be permitted to be maintained on any land for more than one (1) year after the commencement of erection of any building, addition or renovation. A building site inspection shall be conducted six (6) months after the commencement of construction at which time evidence that work is proceeding shall be provided by the contractor. Work shall be considered to have commenced and be in active progress when, in the opinion of the Building and Zoning Director, a full complement of workmen and equipment is present at the site to diligently incorporate materials and equipment into the structure throughout the day on each full working day, weather permitting. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due to legal action.