

**165.18 ADMINISTRATION.**

1. Administrator. The Council shall appoint a Zoning Administrative officer, and it shall be the duty of said officer to enforce this chapter. Such officer may be a person holding other appointive office in the City or in another governmental agency.
2. Zoning Compliance Permits. No land shall be occupied or used, and no building hereafter erected or structurally altered (principal or accessory structure) shall be occupied or used in whole or in part for any purpose whatsoever, until a permit is issued by the Zoning Administrator, stating that the building and use comply with the provisions of this chapter. No change of use shall be made in any building or part thereof now or hereafter erected or structurally altered (principal or accessory structure) without a permit being issued therefor by the Zoning Administrative Officer. No permit shall be issued to make a change unless the changes are in conformity with provisions of this chapter. Nothing in this section shall prevent the continuance of a nonconforming use as hereinbefore authorized, unless a discontinuance is necessary for the safety of life or property.
3. Application for Compliance Permit. Compliance permits shall be obtained from the Zoning Administrative Officer before starting or proceeding with the erection, construction, moving in, or the structural alteration of a building or structure. Permits shall be kept on file in the office of the Zoning Administrative Officer, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building affected. Compliance permits shall be issued to complying applicants within 14 days after application is made. If construction does not commence within 90 days or is not completed within one year from the date the permit was issued, the permit shall become null and void.
4. Plats. Each application for a compliance permit shall be accompanied by either a dimensioned drawing or plat drawn to scale showing the actual dimensions of the lot to be built upon, the size, shape and location of the building to be erected, the dimensions of the required yards, parking and open spaces, a plan showing any proposed site grading and drainage modifications, and such other information as may be necessary to provide for the enforcement of this chapter. (*Ord. 534 – Aug. 11 Supp.*)
5. Construction and Use to be as Provided in Application, Plans and Permit. Compliance permits issued on the basis of plans and applications, approved by the Zoning Administrative Officer, authorize only that use, arrangement and construction. Use, arrangement and construction at variance with that authorized shall be deemed a violation of this chapter and punishable as provided by Section 165.19.
6. Fees. Before receiving a compliance permit, the owner or owner's agent shall pay to the City the permit fee as provided by resolution of the Council.
7. Special Exceptions. A compliance permit for a special exception may be issued by the Administrative Officer upon the order of the Board of Adjustment.

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