

CHAPTER 155
BUILDING PERMITS

155.01 Permit Required
155.02 Powers And Duties
155.03 Filing

155.04 Fee
155.05 Posting
155.06 Records

155.01 PERMIT REQUIRED. No structure shall be built within the City without first obtaining a building permit therefor from the office of the Clerk.

155.02 POWERS AND DUTIES. It is the duty of the Clerk to administer this chapter. The Clerk shall:

1. Receive all applications for building permits required by this chapter.
2. Prepare applications to Mayor and Council for review.
 - A. Investigate all appropriate facts and conditions of the permit application as the Code of Ordinance requires.
 - B. Ensure inspection of buildings, structures, and uses of land to determine compliance with the general welfare and safety of the City.
3. Upon positive analysis by the Mayor and Council the Clerk may issue the building permit and maintain records thereof.

(Section 155.02 – Ord. 2024-7 – Mar. 24 Supp.)

155.03 FILING. Every application for a building permit shall be filed with the Clerk, accompanied by plans drawn to a scale showing the following:

1. The actual shape and dimensions of the lot to be built upon or to be changed in its use, in whole or in part;
2. The exact locations, size, and height of any building or structure to be erected or altered;
3. In the case of a proposed new residential home, the minimum square footage allowed is 800 sq ft. In the case of a proposed new building or structure or proposed alteration of an existing building or structure as would substantially alter its appearance, drawings or sketches showing the front, side, and rear elevations of the proposed building or structure, or of the structure as it will appear after the work for which the permit is sought shall have completed; *(Ord. 2024-7 – Mar. 24 Supp.)*
4. The existing and intended use of each building or structure or part thereof;
5. The number of families or housekeeping units the building is designed to accommodate; and
6. Such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the general welfare and safety of the City.

155.04 FEE. There shall be a fee of \$50.00 for the issuance of building permits by the City that is to be paid when the permit is turned in to the City Clerk. All building permits issued under this chapter shall expire and be null and void 12 months from the date of issuance.

(Ord. 2024-7 – Mar. 24 Supp.)

155.05 POSTING. All building permits shall be clearly posted and readily visible from the public street abutting the front lot line.

155.06 RECORDS. The Clerk shall keep accurate records pertaining to actions necessary to carry out the duties of this chapter; these records shall be on file for public inspection.