

CHAPTER 14: ADMINISTRATION AND PROCEDURES

ARTICLE 1: ADMINISTRATION

14-1.1. ADMINISTRATIVE PROCEDURE.

The Village Building Inspector shall serve as Zoning Administrator and shall be responsible for the administration of the Ordinance. The Zoning Administrator shall have the following powers and duties:

- A. To enter upon any premises at reasonable times and make all inspections necessary to the performance of his duties.
- B. To order work stopped by written notice served on the proper person, firm or corporation when such work is being done contrary to the provisions of this ordinance.
- C. To issue building permits that are in harmony with the provisions of this ordinance.
- D. To allow a period of ten (10) days for compliance with this ordinance after issuance of a "Stop Work" notice.

14-1.2. PERMITS REQUIRED.

The following regulations shall apply to all new construction and all applicable renovations and remodels within Clearwater's Zoning Jurisdiction. No such permit shall be issued for any building, structure, or land use except in complete conformance with all provisions of these regulations.

14-1.3. APPLICATION FOR BUILDING PERMIT.

Every application for a building permit shall include at least the following:

- A. A legal description of the land upon which the construction or relocations is to take place, the nature of the use or occupancy, the principal dimensions, the estimated cost, the names of the owner, architect and contractor and such other information as may be required by the Building Inspector for determining whether the provisions of this Ordinance are being observed.
- B. Whenever there is a discrepancy between permit application procedures contained herein and those contained in any building code adopted by reference, the provisions contained herein shall govern. (Ref. 17-130 through 17-132, 17-500, 17-1001 RS Neb.)
- C. A plot plan drawn to scale and in such form as may, from time to time, be prescribed by the Building Inspector showing the location, ground area, height, and bulk of all present and proposed structures, drives and parking lots, the building lines in relation to plot lines, waste disposal areas, the use to be made of such present and proposed structures on the land, and such other information as may be required by the Building Inspector for the proper enforcement of these regulations. One copy of both the plat and the plot plan shall be retained by the Building Inspector as a public record.

14-1.4. ISSUANCE OF BUILDING PERMITS

A building permit shall be either issued or refused by the Building Inspector and when building permits are refused, the applicant shall be advised in writing of the reasons of the refusal.

14-1.5. PERMIT FEE

For each permit issued, there shall be charged and collected from the application a fee as established by the Village Board by ordinance.

14-1.6. PERMITS REVOKED

A permit may be revoked at any time by the Building Inspector when it appears that there is a departure from conditions as required by the terms of the permit or that any of the terms of this ordinance are being violated. In such case, or when no permit has been issued before construction or occupancy begins, the Building Inspector may issue a stop order and thereafter any construction or further violation of this ordinance shall be punishable as provided herein.

14-1.7. EFFECT OF BUILDING PERMIT

Any building permit issued by the Building Inspector contrary to the provisions of this Ordinance shall be null and void and shall not be construed as waiving any provisions of this Ordinance. Building permits are effective for one year from the date of approval. Applicants must start construction within one year of approval of the permit and must complete construction within a reasonable period of time. If construction has not started within one year of the approval of the application the building permit shall be null and void.

14-1.8. CERTIFIED SURVEYS

The Planning Commission may, at its discretion, require the submission of a certified survey attached to the building permit application of the property described in the application.