

## CHAPTER XVI

### ADMINISTRATION AND ENFORCEMENT

**Section 16.01 Zoning Administration.** The provisions of this Ordinance shall be administered and enforced by the Zoning Inspector.

**Section 16.02 Zoning Inspector.** The Zoning Inspector shall be appointed by the Township Board for such term and subject to such conditions and at such rate of compensation as the Township Board shall determine. To be eligible for appointment to the post of Zoning Inspector, the applicant must be: (a) generally informed of the provisions of this Ordinance; (b) have a general knowledge of the building arts and trades; and (c) be in good health and physically capable of fulfilling, the duties of the zoning Inspector. Said applicant shall have no interest whatsoever, directly or indirectly, in the sale or manufacture of any material, process, facility or device entering into or used in connection with building construction.

**Section 16.03 Permits.**

- (a) Permit Required - A zoning permit is required for all new, moved, reconstructed, extended, or enlarged buildings and structures, including agricultural buildings and structures. Wholly interior alterations or repairs will not require the issuance of a zoning permit by the Zoning Inspector, except as provided in Chapter XV, but may require the issuance of building permit under applicable law. An application for a permit shall be in writing and up on duplicate printed forms furnished by the Township. A permit issued by the Zoning Inspector is non— transferable and must be obtained before any work, excavations, erection, alteration or movement is commenced. Satisfactory evidence of ownership of the lot or premises may be required by the Zoning Inspector and shall be furnished upon request. If the application is approved, the Zoning Inspector shall so mark both copies of the application over his signature and file one copy with the Township Clerk and return the other copy to the applicant. The Zoning Inspector shall also provide the applicant with a construction card signed by the Zoning Inspector stating the extent of the work authorized. This card shall be attached to, and remain on, the lot or premises during the progress of the work authorized.
- (b) Contents of Application - Each application shall include such reasonable information as may be requested by the Zoning Inspector in order to determine compliance with the terms and provisions of this Ordinance and shall include, as a minimum, the following information: (1) the location and actual dimensions of the lot or premises, including proper setback dimensions, to which the permit is to apply; (2) the kind of buildings or structures to which the permit is to apply; (3) the width of all abutting streets; (4) the area, size and location of all buildings or structures to which the permit is to apply; (5) the type of use to be made of the building or structure to which the permit is to apply; (6) the use of buildings or structures on adjoining lands; and (7) the estimated cost of the building or structure. The Zoning Inspector, in his direction, may waive the inclusion of any of the foregoing information in an application if he

shall determine that such information is not reasonably necessary for him to determine compliance with the terms and provisions of this Ordinance.

- (c) Accessory Buildings or Structures - Accessory buildings or structures, when erected, moved, placed, reconstructed, extended, enlarged or altered, at the same time as the principal building on the same lot or premises and when shown on the application for the permit for the principal building, shall not require the issuance of a separate permit. A separate permit shall be required if any accessory building or structure is erected, moved, placed, reconstructed, extended enlarged or altered separately or at a different time than the principal building on the same lot or premises.
- (d) Planning Commission Approval - When the terms and provisions of this Ordinance require authorization by the Planning Commission as a special use and such authorization is given, then both copies of the application shall be marked approved by the Secretary of the Planning Commission in addition to being so marked as provided above by the Zoning Inspector.
- (e) Issuance of Permit - Within ten (10) days after the receipt of any application, the Zoning Inspector shall either (1) issue a permit if the proposed work is in conformance with the terms and provisions of this Ordinance; or (2) deny issuance of a permit and state the reason(s) or cause(s) for such denial in writing. In each case the permit or the written reason(s) or cause(s) for denial shall be transmitted to the owner or his agent.
- (f) Expiration of Permits - A permit for a single family dwelling for which all construction work has not been completed within one (1) year from the date of its issuance shall expire automatically; a permit for any other building or structure for which all construction work has not been completed within two (2) years from the date of issuance shall expire automatically. A permit expiring automatically pursuant to this subsection shall, upon reapplication, be renewable once for additional terms of one (1) and two (2) years, respectively (one (1) year for single family dwelling, two (2) years for any other building or structure), on payment of an additional fee equal to one half (1/2) of the original permit fee.
- (g) Cancellation of Permits - The Zoning Inspector shall have the power to remove and cancel any permit in the event of failure or neglect to comply with all of the terms and provisions of this Ordinance or remove in the event of any false statements or misrepresentations in the application for the permit. Notice of such cancellation and revocation shall be securely posted on the construction, such posting to be considered as service upon and notice to the permit holder of the cancellation and revocation of the permit.
- (h) Fees - Fees shall be charged and collected by the Zoning Inspector in accordance with the fee schedule adopted by resolution of the Township Board.

#### **Section 16.04 Inspection of Buildings and Structures.**

- (a) As work progresses under a permit, the holder thereof or his authorized agent shall cause the Zoning Inspector to be notified at the following stages of construction:
  - (1) Upon completion of the footing and foundation walls.
  - (2) Upon completion of the rough frame of the building or structure.
  - (3) Upon total completion of the work authorized by the permit and before occupancy or use.

- (b) Should the permit holder fail to comply with all of the terms and provisions of this Ordinance at any stage of construction, the Zoning Inspector is authorized to revoke and cancel the permit and cause notice of such posting to be considered as service upon and notice to the permit holder of the cancellation and revocation of the permit. No further work shall be undertaken or permitted upon such construction until a new permit is issued for such work.

**Section 16.05 Certification of Compliance.** No building or structure which is erected, moved, placed, reconstructed, extended, enlarged, or altered shall be used in whole or in part until the owner thereof shall have been issued a certificate by the Zoning Inspector affirming that such building or structure conforms in all respects to the provisions of this Ordinance. Such certificate shall be issued after the work is complete and final inspection has been made.