

ARTICLE II

ADMINISTRATIVE BODIES AND THEIR DUTIES

Section 2.01 Zoning Inspector

2.01.01 Office of Zoning Inspector Created

The Zoning Inspector, who shall be hired by the Village Council, shall enforce the Zoning Ordinance. All officials and employees of the Village shall assist the Zoning Inspector by reporting to him/her any new construction, reconstruction, or apparent violations to this Ordinance.

2.01.02 Duties of Zoning Inspector

For the purposes of this Ordinance, the Zoning Inspector shall have the following duties:

- A. Issue zoning permits and Certificates of Zoning Compliance when the procedures and standards of this Ordinance have been followed.
- B. Upon finding that any of the provisions of this Ordinance are being violated, he shall notify in writing the person responsible for such violation, ordering such action(s) as necessary to correct such violation.
- C. Order discontinuance of illegal uses of land, buildings, or structures.
- D. Order removal of illegal buildings or structures or illegal additions or structural alterations.
- E. Take any other action authorized to ensure compliance with or to prevent violation of this Ordinance. This includes the keeping of any records, permits, and certificates as are necessary for the performance of these duties.

Section 2.04 Duties of Zoning Inspector, Board of Zoning Appeals, Legislative Authority, and Courts on Matters of Appeal.

It is the intent of this Ordinance that all questions of interpretation and enforcement shall be first presented to the Zoning Inspector, and that such questions shall be presented to the Board only on matters of appeal from the decision of the Zoning Inspector, and that the recourse from the decision of the Board shall be to the courts as provided by law. It is further the intent of this code that the duties of the Village Council in connection with this code shall not include hearing and deciding questions of interpretation and enforcement that may arise. The procedure for deciding such questions shall be as stated in this ordinance. Under this ordinance, the Village Council shall have only the duties of considering and adopting or rejecting proposed amendments or the repeal of this ordinance as provided by law, and the establishing of a schedule of fees and charges as stated in Section 3.10.

Section 3.05 Approval of Zoning Permits

Within 30 days after the receipt, the application shall be either approved or disapproved by the Zoning Inspector, unless the provisions of Section 3.06, or other specific sections of this Ordinance apply. All zoning permits shall, however, be conditional upon the commencement of work, as defined in Article XXIX, within one (1) year. One (1) copy of the application shall be returned to the applicant by the Zoning Inspector, after such copy is marked as either approved or disapproved and attested to same by the signature of the Zoning Inspector, or his/her designated agent, on such copy. In the case of disapproval, the Zoning Inspector shall state on the returned plans the specific reasons for disapproval. Two (2) copies of plans, similarly marked, shall be retained by the Zoning Inspector. One (1) copy retained by the Zoning Inspector shall be forwarded to the County Auditor upon issuance of a Certificate of Occupancy along with one (1) copy of the application. The Zoning Inspector shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alternation is in conformance with the provisions of this Ordinance.

Property Maintenance

SECTION 105 WERS OF THE

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CODE OFFICIAL

[A] **105.1 General.** The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

[A] **105.2 Inspections.** The *code official* shall make all of the required inspections, or shall accept reports of inspection by *approved* agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *code official* is authorized to engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.

[A] **105.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the *structure* or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such *structure* or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner*, *owner's* authorized agent or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

[A] **105.4 Identification.** The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

[A] **105.5 Notices and orders.** The *code official* shall issue all necessary notices or orders to ensure compliance with this code.