
15.04.030 Building permits.

- A. Permit Required. No building or structure or any part thereof shall be built, enlarged, improved, altered, demolished or ground broken for the same within the city until a permit has been obtained by the owner or his authorized agent from the building inspector. The permit shall be posted in a prominent place on the premises prior to and during the period of construction, alteration, repair or demolition.
 - B. Minor Repairs. No building permit shall be required for any minor repair or alteration which does not change the occupancy area, structural strength, fire protection or exits of the building when the cost is less than five hundred dollars (\$500.00).
 - C. Application. Application for a building permit shall be made in writing upon a form furnished by the building inspector and shall state the name and address of the owner of the land and also the owner of the building, the legal description of the land upon which the building is to be located or upon which the alterations are to be done, the name and address of the designer and/or contractor, the estimated or contracted cost of the building or alteration and such other information as the building inspector may require.
 - D. Plans. With each application for a building permit there shall be submitted a plat plan showing the actual dimensions of the lot to be built upon, the size of the building to be erected and the location of the proposed building with respect to adjoining streets, alleys, lot lines and buildings. Plans for buildings which are required to comply with the state building code shall bear a stamp of approval from the Department of Industry, Labor and Human Relations. Two copies of blueprints shall also be filed with the building inspector for each commercial, industrial or multiresidential building containing three or more units. In the event actual construction deviates from the blueprints filed, the owner or applicant shall file amended plans showing the interior of the building as actually constructed. One copy of as built plans submitted to fire department.
 - E. Waiver of Plans. The building inspector may waive the filing of plans for alterations and remodeling work if land use is not involved. However, the building inspector shall not waive the filing of interior plans for remodeling or alteration of commercial, industrial or multifamily residential structures containing more than three units. The application for a permit to alter or remodel shall declare the contracted or estimated cost of such alterations or remodeling and shall include a detailed description of the work to be done.
 - F. Fees for Building Permits and Inspections. At the time the application for a building permit is filed, the applicant shall pay the fees set forth in exhibits one through four, attached to the ordinance codified in this subsection, which exhibits are incorporated by this reference in this section, and any other fees which may be specifically designated by state statute or city ordinance.
 - 1. Upon the issuance of a building permit for a new construction in both R-1 (single-family residential) and R-2 (residential district) the applicant or property owner submitting the new construction application will be charged above and beyond the required permit fees an additional one thousand dollars (\$1,000.00) bond that shall be refunded back to the property owner or applicant upon a final inspection by the building inspector within thirty (30) days from the date of the final inspection. Failure to have a final inspection upon occupancy, the full amount of the one thousand dollars (\$1,000.00) shall not be refunded.
- Forfeiture of the bond shall not relieve the owner of the obligation to obtain a final inspection. In the event the owner fails to obtain the final inspection, the city may proceed by issuance of a citation for violation or for injunctive relief or both, in addition to imposing the bond forfeiture.
- G. Inspection of Work. The builder shall notify the building inspector when ready, and the building inspector shall inspect all buildings upon completion of the foundation forms, or before the foundation is laid, and again when ready for lath and plaster dry walls or before paneling is applied. After completion of the

building, the inspector shall make a final inspection of all new construction, new buildings, alterations and additions.

- H. Lapse of Permit. The initial building or moving permit shall have lapsed and be void unless operations are commenced within six months from the date thereof, and also unless the proposed construction is completed within one year of the date of issue. All renewals will be for six months only and the fee will be doubled. Any additional renewals will be doubled again.
- I. Revocation of Permit. If the building inspector finds at any time that the provisions of this chapter or the plans and specifications are not being complied with, and that the holder of the permit refuses to conform after a written warning, he shall revoke the building permit by written notice at the site of work. When such a permit is revoked, it is unlawful to do any further work until the permit is reissued, excepting such work as the building inspector may order to be done as a condition precedent to the reissuance of the permit, or as he may require for the preservation of human life and safety. In case any false statements or representations have been made as a material fact relative to the construction, alteration, repair, removal or occupancy of the building, the inspector shall have the power to revoke the building permit for the same.
- J. Report of Violations. It shall be the duty of all police officers to report at once to the building inspector any building, alteration, remodeling or moving which is being carried on without a permit as required by this chapter. If any project is started before a building permit is applied for, the initial building permit fee will be doubled.
- K. Records. The building inspector shall keep a record of all permits, fees and inspections made under this chapter, and shall make an annual report thereon to the common council.
- L. Certificate of Compliance.
 - 1. No vacant land shall be occupied or used and no building hereafter erected, altered or moved shall be occupied until a certificate of compliance shall have been issued by the building inspector. Such certificate shall show that the building or premises or part thereof and the proposed use thereof are in conformity with the provisions of this chapter. Such certificate shall be applied for when application is made for a building permit and shall be issued within ten days after the completion of the work specified in such building permit application, but only if the building or premises and the proposed use thereof conform with all the requirements of this chapter.
 - 2. Under such rules and regulations as may be established by the common council, the building inspector may issue a temporary certificate of compliance for part of a building.
 - 3. Upon written request from the owner, the building inspector shall issue a certificate of compliance for any building or premises existing at the time of the adoption of this chapter, certifying, after inspection, the extent and kind of use made of the building or premises and whether or not such use conforms to the provisions of the chapter.

(Ord. 95-2004; Ord. 240, 1998; Ord. 221 § 1, 1997; prior code § 10-2-3)

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