

ARTICLE XV. ADMINISTRATION AND ENFORCEMENT

SECTION 1500. ENFORCEMENT

Except as herein otherwise provided, the provisions of this Ordinance shall be administered and enforced by the Zoning Inspector or his lawfully constituted delegate.

SECTION 1501. DUTIES OF ZONING INSPECTOR

The Zoning Inspector, appointed by the City Council, shall issue Building Permits and Zoning Compliance Certificates and make inspections of buildings or premises necessary to carry out his duties in the enforcement of this Ordinance. The Zoning Inspector, is under no circumstances, permitted to make changes in this Ordinance nor to vary the terms of this Ordinance. The Zoning Inspector shall not refuse to issue a Building Permit or Zoning Compliance Certificate when conditions imposed by this Ordinance are complied with by the applicant despite violations of contracts, such as covenants or private agreements, which may occur upon the granting of same.

SECTION 1502. BUILDING PERMITS

1. No building or structure, or part thereof, shall be hereafter erected, altered, moved, or repaired unless a Building Permit shall have been first issued for such work. The terms "altered" and "repaired" shall include any changes in exterior structural parts, light, ventilation, or means of egress and ingress, or other changes affecting or regulated by the applicable Building Code, Housing Law of Michigan, or this Ordinance, except for minor repairs or changes not involving any of the aforesaid features.
2. No lot shall be excavated or the use thereof changed, modified, or altered hereafter unless a Building Permit shall have been first issued for such work.
3. No Building Permit shall be issued for the excavation, alteration, movement, or repair of any building or structure or part thereof, nor for the excavation or the change, modification or alteration of the use of any lot which is not in accordance with all provisions of this Ordinance.
4. All Building Permits shall expire twelve (12) months from the date of issuance, but may be renewed for an additional twelve (12) months.
5. All new construction shall have the outside shell completed in a workmanlike manner within one hundred twenty (120) days from the date of issuance of the Building Permit.

SECTION 1503. ZONING COMPLIANCE CERTIFICATES

1. No land, building, structure, or part thereof, shall be occupied or put to any use for which a Building Permit is required by this Ordinance unless and until a Zoning Compliance Certificate has been issued.
2. No Zoning Compliance Certificate shall be issued for any building, structure or part thereof, or for the use of any land, which is not in compliance with the previously issued Building Permit or which is otherwise not in accordance with all the provisions of this Ordinance.

3. Nothing in this Ordinance shall prevent the issuance of a temporary Zoning Compliance Certificate for a portion of a building or structure in the process of erection or alteration; provided that such temporary certificate shall not be effective for a period of time in excess of six (6) months; and provided further that such portion of the building, structure, or premises is in conformity with the provisions of this Ordinance.
4. A record of all Zoning Compliance Certificates issued shall be kept on file in the office of the Zoning Inspector and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the property involved.
5. Accessory buildings shall not require separate Zoning Compliance Certificates, but may be included in the certificate for the main building when shown on the site plan and when completed at the same time as such main building
6. Application for a Zoning Compliance Certificate shall be made in writing to the Zoning Inspector on forms furnished by the Zoning Inspector; and such certificate shall be issued by the Zoning Inspector within ten (10) days after receipt of such application if it is found that the building or structure, or part thereof, or the use of land is in compliance with the provisions of this Ordinance.
7. If such certificate is refused for cause, the applicant, shall be notified of such refusal and the cause thereof, within the aforesaid ten (10) day period.

SECTION 1504. FINAL INSPECTION

The holder of every Building Permit shall notify the Building Inspector immediately upon the completion of the work authorized by such permit for a final inspection and application for a Zoning Compliance Certificate.

SECTION 1505. **FEES**

An application or request for a Building Permit, a Zoning Compliance Certificate, copies thereof, Site Plan and/or Special Approval Use Review, Planned Unit Development, amendment, supplement, or change of this Ordinance, the Zoning Map, district boundaries or land use classification, or appeal to the Zoning Board of Appeals shall be accompanied by a fee to defray the actual costs thereof to the City. The Building Inspector shall collect fees for Building Permits, Zoning Compliance Certificates, and copies thereof in advance of issuance and shall collect the fee for an appeal to the Zoning Board of Appeals with the application therefor. The City Manager or their designee shall collect the fee for Site Plan and/or Special Approval Use Review, Planned Unit Development, and any amendment, supplement or change of this Ordinance, the Zoning Map, district boundaries or land use classification upon application therefor. All fees shall be payable to the City Treasurer to the credit of the general fund of the City. The City Council shall, by resolution, from time to time, establish the amount of such fees. In the case of Site Plan and/or Special Approval Use Review, Planned Unit Development, and any amendment, supplement, or change of this Ordinance, the Zoning Map, district boundaries or land use classification and appeals to the Zoning Board of Appeals, the fee shall be

not less than three hundred (\$300.00) dollars in the absence of such resolution. Any amount of said fee not actually expended by the City shall be returned to the payer upon final action by the applicable City body or official. Only one (1) fee shall be required where an applicant's proposed use requires more than one action by the City, its boards or officials.