

1260.1 SUBJECT: ORGANIZATION AND POLICY

- :1 OBJECTIVE:
Manages City of Orlando Permitting and Code Enforcement Division.
- :2 AUTHORITY:
This procedure adopted by City Council on September 15, 2003.
- :3 DIRECTION:
The Permitting and Code Enforcement Division Manager, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the Economic Development Director.
- :4 FUNCTIONS:
 - A. Issues permits related to all construction and development in the City of Orlando and issues occupational licenses.
 - B. Day to day supervision, management and implementation of policies and programs of the City of Orlando's Permitting and Code Enforcement Division.
 - C. Supervise and direct construction inspection programs.
 - D. Serves as staff support to the Technical Advisory Committee.
 - E. Participates in City of Orlando business recruitment and economic development projects.
 - F. Provides customer service input to Comptroller related to cashier functions.
 - G. Generates proposals and programs to streamline codes, development, and permitting processes in City of Orlando. Generates proposals and programs for business and user friendly procedures.
 - H. Administers the concurrency application process of the Orlando Growth Management Plan.
 - I. Directs outreach programs to customers and users of Permitting and Code Enforcement Division.
 - J. Performs such other duties and responsibilities as may be directed by the Mayor and/or City Council.
 - K. Review plans, specifications, and drawings for construction of new structures modifications to existing structures, and any other type of construction for building code compliance; issue permits for and levy charges for such services.
 - L. Responsible for supervision and direction of inspection programs concerned with building; plumbing, drainage and gas piping; mechanical equipment and installations; electrical installations; and for any municipal government activity or jurisdiction concerned with professional and/or trade groups, boards, committees, interested or concerned with building and construction trades, and related operations. Also responsible for supervision and direction of Housing, Zoning and Lot Cleaning enforcement programs.

- M. Issue Certificate of Occupancy, after final field inspection for code compliance. The Building Official has the authority to direct the City's operating units to comply with their specific responsibilities in the City Code regulations pertaining to the issuance of said certificates.
- N. Certify and issue competency cards to all qualified contractors engaged in any building trade operating within the City's corporate limits.
- O. Compile pertinent building and construction information and statistics related to City construction activities.
- P. Division personnel may serve as officer and/or advisor to various boards and committees; i. e. , those related to the building trade industry, concerned with new or proposed municipally owned structures or facilities as assigned or directed, or involved in the promulgation and formulation of methods and means to improve the Building Code requirements and ensure good building practices for protection of the general public.
- Q. Consult with and advise professional personnel and craftsmen on the interpretation and understanding of the Building, Housing, and Zoning Codes as necessary to achieve compliance.

:5 FORMS:

None

:6 COMMITTEE RESPONSIBILITIES:

Economic Development Advisory Committee, Building Adjustments and Appeals Board; Foreclosure Committee.

:7 REFERENCE:

City Council Minutes, March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.