

**1262.1 SUBJECT: PROCEDURE FOR ISSUANCE OF PERMITS**

:1 OBJECTIVE:

Issue permits to assure compliance with City regulations for the following:

- A. Opening and repair of streets, parkways, sidewalks and curbing (Right-of-Way Permit), and on-site improvements, construction of driveways and sidewalks, private improvements on public rights-of-way, private works that connect to public systems and private parking areas (Engineering Permit).
- B. Connection to municipal sanitary sewer and on-site sewer work, (Sanitary Sewer Connection Permit).
- C. Issue street numbers.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Permitting and Code Enforcement Division Manager, as an appointed official, serves at the pleasure of, and receives direction from the Mayor or Mayor's Designee, and receives technical support through the Public Works Director and City Engineer.

:4 METHOD OF OPERATION:

A. Right-of-Way Permit

Applicant prepares and files application for Right-of-Way Permit. The application becomes a permit when approved by the City Engineer and upon payment of the permit fee. The Permitting and Code Enforcement Division inspect and approve street opening and site restoration.

B. Engineering Permits

1. Driveway or Sidewalk

Applicant files application for Driveway or Sidewalk. In accordance with policies established by the City Engineer, the application becomes a permit when approved by the City Engineer and upon payment of the permit fee. Work is inspected during construction and upon completion. Examples: Sidewalk, Driveway and Parking Lot, On-site Improvements.

2. Sanitary Sewer Connection

Applicant files application. Permit is issued when the application is approved by the Permitting and Code Enforcement Division and upon payment of the permit fee. Connection is inspected by the Permitting and Code Enforcement Division.

3. Street Numbering

Applicant files for a street address that is provided by a uniform numbering system, in accordance with policies established by the City Engineer. Final approval is granted upon satisfactory installation of numbers and a final inspection by the Permitting and Code Enforcement Division.

4. On-Site (construction, repair, alteration or grading of any improved or unimproved property).  
Applicant files application with supporting plans and specifications. Application becomes a permit when approved by the Permitting and Code Enforcement Division and upon payment of the permit fee. Work is inspected by the Permitting and Code Enforcement Division during construction and upon completion.
5. Swimming Pool Permit (Construction, reconstruction, repair, or alteration to a swimming pool).  
Applicant files application with supporting plans and specifications. Application becomes a permit when approved by the Permitting and Code Enforcement Division and upon payment of the permit fee. Work is inspected by the Permitting and Code Enforcement Division during construction and upon completion.
6. Floodplain  
Permit is required prior to the erection, addition or alteration of any building or structure which is located in an area of special flood hazard. A separate permit is required for each structure. Application becomes a permit upon approval by Permitting and Code Enforcement Division and upon payment of the permit fee. The Permitting and Code Enforcement Division establishes the minimum floor elevation which is certified at the time of the framing inspection.
7. Telecommunication Permit  
Permit is required prior to the construction or operation of a Private Communication System within the publicly dedicated rights-of-way. Permits, once issued are renewable annually.

:5 FORMS:

Right of Way Utilization Construction Permit; Engineering Permit (Address Permit, Driveway/Sidewalk Permit, Swimming Pool Permit, Flood Plain Permit, Telecommunication Permit, On-Site Improvement Permit, Public Works Improvement Permit).

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Code 65.600 (Permit required); amended September 8, 1969. Chapter 30, Article X, Section 30.98 (Building Sewers and Connections). Chapter 305, Article III, Sections 35.16 and 35.17 (Construction on Lake Bottoms). Chapter 54, Article IV (Establishing a Uniform Numbering System). Procedure adopted by City Council May 4, 1970; amended May 12, 1975, Item 24; amended October 24, 1977, Item 13; amended April 14, 1980, Item 10; amended August 16, 1982, Item 29(C); amended September 27, 1993, Item 4NN; amended March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.