

1265.1 SUBJECT: BUILDING OFFICIAL

- :1 OBJECTIVE:
Ensure health, safety and general welfare of the public as related to building construction.
- :2 AUTHORITY:
This procedure amended by City Council September 15, 2003.
- :3 DIRECTION:
Building Official, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Permitting Services and Code Enforcement Division Manager.
- :4 FUNCTIONS:
 - A. 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.
 - B. Enforces building and construction codes and ordinances.
 - C. Responsible for supervision and direction of new construction inspection programs concerned with building; plumbing, engineering, fire, 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.
 - D. Issues 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.
 - E. Compiles pertinent building and construction information and statistics related to City construction activities.
 - F. Office 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.
 - G. Educates, informs and updates customers on permitting and code related policies and procedures.
 - H. Consults with and advise professional personnel and craftsmen on the interpretation and understanding of the Building, and Zoning Codes as necessary to achieve compliance. Advises on fire codes with support from the Fire Chief.
 - I. Generates proposals to streamline codes, development and permitting process.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

Building Adjustments and Appeals Board; Foreclosure Committee; Building and Fire Codes Boards of Appeal.

:7 REFERENCE:

This procedure approved by City Council March 10, 1969, Item 27; reviewed and found current April 21, 1975, Item 32; amended August 25, 1975, Item 7; amended March 10, 1980, Item 15; amended August 23, 1982, Item 19A; amended October 20, 1986, Item 14A-14; amended April 24, 1989, Item 22A-2; 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.