

1280.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

Ensure health, safety and general welfare of the public as related to building construction.

:2 AUTHORITY:

This procedure amended by City Council June 14, 1993.

:3 DIRECTION:

Building Official, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Planning and Development Director.

: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. 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.
- C. 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.
- D. Certify and issue competency cards to all qualified contractors engaged in any building trade operating within the City's corporate limits.
- E. Compile pertinent building and construction information and statistics related to City construction activities.
- F. Bureau 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. 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:

Building Adjustments and Appeals Board; Foreclosure Committee.

: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; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective June 14, 1993.