

## **20.03.000 ADMINISTRATIVE AND ENFORCEMENT OFFICER**

**20.03.010 BUILDING INSPECTOR DESIGNATED.** The Building Inspector is hereby designated as the administrative and enforcement officer for the provisions of this Ordinance. For such duties he may be provided with the assistance of such additional persons as the City Council may direct.

**20.03.020 DUTIES.** In the enforcement of said Ordinance the Building Inspector shall perform the following duties:

1. Issue the necessary Building Permits and Occupancy and Zoning Permits required by the provisions of this Ordinance provided its provisions and those of the building code have been complied with.
2. Keep an accurate record of all permits, numbered in the order of issuance, in a record book for this purpose.
3. In case of any finding of a violation of a provision of this Ordinance, notify the actual violator where known, or the owner of the property, or both, indicating the nature of the violation and the action necessary to correct it including a provision specifying a reasonable number of days to comply. The violator or owner so affected may within 20 days of notification, request pursuant to Section 20.08.000 of this Ordinance, a hearing before the Zoning Board of Appeals, to appeal the time to correct the finding of violation. Such request shall state the grounds for appeal. If no appeal is taken and corrective action is not completed, issue one additional notice to comply, which contains a date by which compliance is required.
4. Carry out such additional responsibilities as are hereinafter set forth by the provisions of this Ordinance.
  - i. In conjunction with matters regulated by this Ordinance as specified in NR 116 or NR 117 of the Wisconsin Administrative Code having to do with floodplains and wetlands protection, respectively, insure where appropriate that flood elevations and wetland limits are shown on any permit applications and appeal forms.
  - ii. Submit to the Wisconsin Department of Natural Resources within 20 days after they are granted or denied, copies of decisions on variances, conditional use permits, appeals, or petitions for map or Ordinance text amendments, if any of these affect floodplain or wetland areas as regulated by NR 116 or NR 117.
  - iii. Submit copies of floodplain text or map amendments to the regional Federal Emergency Management Agency (FEMA) office which administers the National flood Insurance Program.

**20.03.030 AUTHORITY.** In the enforcement of said Ordinance, the Building Inspector shall have the power and authority for the following:

1. At any reasonable time and for any proper purpose to enter upon any public or private premises and make inspection thereof.

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2. Upon reasonable cause or question as to proper compliance, to remake any building or occupancy permit and issue cease and desist orders requiring the cessation of any building, moving, alteration or use which is in violation of the provisions of this Ordinance, such revocation to be in effect until reinstated by the Building Inspector or the Board of Appeals; or take any other action as directed by the City Council to insure compliance with or to prevent violation of its premises.
3. In the name of the City and with the authorization and assistance of the City Attorney, commence any legal proceedings necessary to enforce the provisions of this Ordinance, or the Building Code as applicable to this Ordinance, including the collection of forfeitures provided for herein. Where the City Attorney is not able to provide the requested authorization or assistance, and makes apparent such position in writing or otherwise, seeks authorization from the Common Council for such assistance.