

February 16, 2011

The Building Inspector is the enforcement officer for the Planning & Zoning Ordinance. This means that he meets with individuals who are in violation of the ordinance and advises corrective measures. If this fails, he drafts letters to these individuals regarding the violations and provides copies of all correspondence for the Village. If the violations are still not corrected, he makes a recommendation to the Mayor to turn the matter over to our attorney.

Description of Work:

When a building permit is applied for, the inspector will review the application and plans. He will go to the construction site to make sure set backs are met. The inspector will verify availability of water and sewer. When permit is issued, periodic inspections will be made to insure building, zoning and related(Landscape, Metal Facade, etc.) codes are being adhered to. When construction is complete and passes final inspection, the building inspector issues permit for permanent electric service.

1. The building inspector will attend all meetings of the Planning and Zoning Commission and generally attends the meetings of the Board of Aldermen.
2. He/she will work closely with the Planning and Zoning Commission in regard to amendments needed to the ordinances and/or map.
3. He/she will work closely with the Mayor and Board when property lines are disputed or in question.
4. He/she will work closely with surveyors as needed.
5. Aid the office staff in interpretation of the Planning and Zoning regulations (local ordinance, Southern Building Code, etc.).
6. He/she is available to the public after office hours. Receive calls at night and meet with individuals, contractors and architect after hours or whenever it is convenient to those parties.
7. Review all conditional use permit applications, re-subdivision request, and re-zoning request.

The Village will provide copies of all pertinent ordinances. All records will be maintained at the Town Hall.