

CHAPTER 9-13

ZONING ENFORCEMENT AND ADMINISTRATION

SECTION:

- 9-13-1: Zoning Enforcement Officer
- 9-13-2: Building Permits
- 9-13-3: Foundation Inspection
- 9-13-4: Violations of Ordinance
- 9-13-5: Penalties Imposed

9-13-1: **ZONING ENFORCEMENT OFFICER:** The Village President shall appoint a Zoning Enforcement Officer. In the event a Zoning Enforcement Officer is not appointed, the Village Trustee designated to chair the Building, Grounds, Parks, and Zoning Committee as appointed by the Village President shall act as the Zoning Enforcement Officer until one is appointed.

A. Powers and Duties. The Zoning Enforcement Officer shall have the initial responsibility and authority for the interpretation and enforcement of this Ordinance and all other applicable Ordinances, regulations and codes, and he may enter upon and inspect any premises in the performance of these duties. The Zoning Enforcement Officer shall refer certain matters calling for original interpretations to the Planning Commission, as directed by various provisions of this Ordinance.

9-13-2: **BUILDING PERMITS:**

A. Required Prior to Construction or Alteration of The Physical Size. It shall be unlawful to commence construction or structural alteration of any building or structure until the Village Board of Trustees has issued a building permit authorizing such work. The Village Board may from time to time establish a schedule of reasonable fees to be charged for the issuance of building permits.

B. Exceptions. No building permit (or Foundation Inspection) shall be required in the following cases:

1. Recurring maintenance of structures.
2. Installation of required improvements according to an approved subdivision or Planned Unit Development plan.
3. Interior Remodeling.

C. Procedure

1. Application. The applicant shall submit application to the Village Board of Trustees, including a plan, drawn to scale, showing the dimensions of all structures to be constructed or altered and all existing structures, the use of all structures, yard depths, and any other information necessary for determining conformance with this Ordinance. Applications for building permits within the M-1 District shall include certification by an engineer or architect registered in Illinois that the applicable performance standards will be met.
2. Permanent File. The Village Clerk shall keep a permanent file of all applications with accompanying plans and all permits issued.
3. Issuance. If the proposed construction or alteration conforms with all applicable provisions of this Ordinance, and all other applicable Ordinances, regulations, and codes, the Village Board of Trustees shall issue a building permit authorizing such construction or alteration. If the proposed construction or alteration fails to conform, the Village Board of Trustees shall refuse to issue a building permit and shall deliver written notice to the applicant stating the reasons for the refusal. The Village Board of Trustees shall act upon applications for building permits at the next regularly scheduled meeting subsequent to submission.
4. Validity. The issuance of a building permit by the Village Board of Trustees shall not waive any provision of this Ordinance.
5. Duration. The building permit shall become void one (1) year from the date of issuance unless substantial progress has been made by that date on the construction or alteration authorized therein. A building permit may be renewed without fee upon review by the Zoning Enforcement Officer before it becomes void.

9-13-3: **FOUNDATION INSPECTION:**

- A. No building, addition thereto, or structural alteration constructed after the effective date of this Ordinance and no addition to a previously existing building shall be occupied, and no land vacant on the effective date of this Ordinance shall be used for any purpose, until a Foundation Inspection has been conducted by the Zoning Enforcement Officer.
- B. Every application for a building permit shall also be deemed to be a request for a Foundation Inspection.
- C. No building, addition thereto, or structural alteration can be constructed after the effective date of this Ordinance, until a Foundation Inspection has been completed and certified by the Zoning Enforcement Officer to be in full compliance with all the applicable standards of the zoning district in which it is located.

In the event the Foundation Inspection indicates that the structure does not conform to the general standards of this Ordinance and the standards set forth for the applicable zoning district, a written notice shall be given to the applicant stating the reason why it is not in conformance, no later than fourteen (14) days after the Zoning Enforcement Officer is notified in writing that a Foundation Inspection has been requested.

- D. Validity. The request for a Foundation Inspection shall not waive any provision of this Ordinance.
- E. Permanent File. The Village Clerk shall keep a permanent file of all applications and all inspections completed.

9-13-4: **VIOLATIONS OF ORDINANCE:** It shall be unlawful to construct or use any structure, land, or water in violation of any of the provisions of this Ordinance. In case of any violation, the Village Board, Zoning Enforcement Officer, Planning Commission, or any property owner who would be specifically damaged by such violation may institute appropriate action or proceeding to enjoin a violation of this Ordinance.

9-13-5: **PENALTIES IMPOSED:** Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense. A separate offense shall be deemed committed for each day a violation exists or continues.