

16

BUILDING PERMITS AND FEES

16.01 Building Permits

No new development, change of use, moving in/moving out of structures, demolition, or other action which may be regulated by the provisions of this Ordinance including use, height, number of occupants, lot area, off-street parking or yard requirements, shall occur without a Building Permit issued by the Zoning Administrator, or his or her authorized designee, of the City of Lennox.

- A. An Application for Building Permit, available from the Zoning Administrator of the City of Lennox, shall be completed by the landowner or landowner's representative requesting the Building Permit. Completed applications shall be returned to the Zoning Administrator of the City of Lennox for review. To be considered complete, the application form shall be accompanied by the following additional items:
 - 1. Any required attachments and City fees;
 - 2. One copy of plans drawn to scale, showing the dimensions and shape of the lot to be built upon; the exact sizes and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building or alteration;
 - 3. Any additional information, as requested by the Zoning Administrator of the City of Lennox, as lawfully may be required to determine conformance with and provide for the enforcement of this ordinance.
- B. A copy of the plans shall be returned to the applicant, after the Zoning Administrator of the City of Lennox has marked such copy as either approved or disapproved, and attested to the same by signing said copy of the plans. A copy of the plans, similarly marked, shall be retained by the Zoning Administrator of the City of Lennox for City records.
- C. If the Zoning Administrator of the City of Lennox determines the proposed action would not be in compliance with the provisions of these regulations, a Building Permit may not be issued, except upon completion of one of the following processes established in these regulations, as may be applicable to such proposed action.

The Zoning Administrator of the City of Lennox shall inform the applicant when one of the following processes may be applicable:

1. Variance
2. Amendment
3. Conditional Use Permit

Issuance of a Building Permit shall indicate that, in the opinion of the Zoning Administrator of the City of Lennox, the proposed use and/or alterations of existing use are in compliance with the requirements of these Zoning Regulations. Issuance of a Building Permit shall not be construed as waiving any provisions of these regulations. Proposed uses and/or alterations of existing uses which are not in compliance with the requirements of these Zoning Regulations shall not be issued a Building Permit.

16.02 Fees

A schedule of fees, charges, and expenses for permits, change of zone, appeals, and other matters pertaining to this Zoning Ordinance shall be established by resolution of the City Council. The current fee schedule shall be available from the Zoning Administrator of the City of Lennox. All fees shall be the property of the City and shall be paid over to the Zoning Administrator of the City of Lennox for credit to the General Fund of the City which under no condition shall be refunded. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal.

16.03 Expiration of a Building Permit

Every building permit issued under the provisions of this Chapter shall expire by limitation and become null and void if the work or use authorized by such permit is not completed within 180 days from the date of such permit. Before such work can be recommenced, a new permit shall first be obtained to do so, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year.

Any permittee holding an unexpired permit may apply for an extension of the time within which he may commence work under that permit when he is unable to commence work within the time required for this section for good and satisfactory reasons. The Zoning Administrator may, except as otherwise provided herein, extend the time for action by the permittee for a period not exceeding 180 days upon written request without charge by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.