

603.01 – Effective date, June 01,2018

Should the Administrative Officer observe or be made aware of a structure that they have reason to believe has been built without a permit, he/she may informally inform the owner of the need for a permit in person. The Administrative Officer shall enforce the following procedure with everyone whom he/she believes is non-compliant.

The Administrative Officer shall send a letter, Registered mail with a return receipt - USPS, informing the owner they need to have a permit and include a permit application. The owner will then have thirty (30) days to submit their application, with applicable filing fee and a one hundred dollar (\$100) late filing fee. Failure to comply within this 30-day period will result in an automatic one hundred dollar (\$100) fine, and daily fines of five dollars (\$5) up to a limit of \$500, excluding application and late filing fees. In the event all fees are not paid in full, a lien will be placed on the deed to the property, which must be satisfied at the time of transfer or sale of the property. Right to Appeal may be submitted to the Zoning /Planning Commission in writing.