

## CHAPTER 2.40: BUILDING COMMISSIONER

### Section

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#### **2.40.010 DUTIES GENERALLY.**

The Building Commissioner shall have such duties as are provided by this code, including but not limited to, this chapter and Chapters 2.44 and 2.48.

#### **2.40.020 SALARY.**

The salary for the Building Commissioner shall be as determined by the City Council.

#### **2.40.030 OFFICE CREATED; APPOINTMENT.**

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the ~~Director of Public Works~~ **Community and Economic Development Director** or his or her designee.

#### **2.40.040 QUALIFICATIONS FOR APPOINTMENT.**

To occupy the Office of Building Commissioner, the person appointed shall have at least ten years of experience in any one or more of the three following occupations:

- (A) Architectural or structural design in a recognized professional office;
- (B) Field superintendence of construction projects for one or more reputable contractors;
- (C) Field superintendence and inspection for a recognized professional architect or structural engineer.
- (D) In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before his permanent appointment with the city.

#### **2.40.050 DUTIES.**

The Building Commissioner shall have the following duties:

- (A) Act in the official capacity as the “Building Official” and “Fire Code Official” under the building and fire related codes adopted by the city and oversee the interpretation, administration, and enforcement of those codes;
- (B) Counsel the public on all matters of zoning variances, building code requirements, setbacks, and the like;
- (C) Supervise the review of all applications for building permits as to adequacy and compliance with all ordinances, and issue permits;
- ~~(D) Review and counsel public on matters relating to nonconforming zoning uses;~~
- ~~(E) Be available and discuss various possibilities with prospective businessmen who wish to locate in the city as regards to zoning and building regulations and also possible rezoning and any other matters brought up by prospective business or professional people;~~
- (D) Have conducted building inspections of general architectural nature and supervise full and part-time Building Inspectors, Plumbing Inspectors, Electrical Inspectors, and the work of outside consultants and independent contractors the City contracts with to perform building plan reviews and building, electrical, and plumbing inspections;
- (E) Coordinate the review of commercial building permit applications with the overlapping Fire Protection Districts that serve the city;
- (F) Make up and keep master lists of architectural and mechanical building inspections;
- (G) Meet with and discuss various building and code enforcement matters with committees of the City Council who are designated to study these matters;
- ~~(H) Be alert at all times to the possibility of attracting business and industry to the city and be prepared to discuss intelligently the advantages of such a move to these people;~~
- (H) Have periodic tours of the city conducted to observe (as much as possible) the general character of building activity and note the display of permits (also a duty of the police);
- (I) Oversee the preparation and issuance of building and occupancy permits;

(J) Oversee the City's Code enforcement activities including the administration and enforcement of the Housing Code, Electrical Code, Sign Code, Fire Code, and other miscellaneous provisions of the City Code of Ordinances;

(K) Attend and provide testimony at City Administrative Adjudication Code Hearings

(L) Attend ~~all~~ public meetings of the City Plan Commission ~~and City Council as necessary when such meetings deal with zoning appeals.~~ and directed by the City Administrator or Community and Economic Development Director.