



# MEMO

TO: Mayor and City Council of the City of Dacula  
FROM: Hayes Taylor, City Planner  
DATE: January 2, 2025  
SUBJECT: Ordinance to amend Article XIII of the Zoning Resolution – Building Permit Procedures

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Staff has prepared the attached Ordinance to address building permit procedures. The proposed Ordinance would amend Article XIII of the Zoning Resolution to amend Section 1301 – Building Permit Required, which would codify a procedure for builders to request a building permit extension. The extension must be requested in writing prior to the expiration date of the permit, providing a justification for the request. All building permit extension requests will be subject to the approval of the City Administrator or his / her designee.

Staff recommends approval of the proposed Ordinance effective immediately.

