

Office of the City Clerk – Administrative Activities for 06/2024

Administrative Tasks	Count
Business Licenses (New and Renewal)	5
Open Records Request	63
Average Time per Request	1.58 Days
Permits	
Administration	18
Administration (Fire)	1
Building Permit (Residential)	6
C/O or C/C New or Renovated Commercial Tenant	2
C/O or C/C New Single Family Detached, Condo,	1
C/O or C/C Renovated Single Family Detached, Condo	5
Work done without a permit	10
Occupancy Inspection	1
Permit Extension (First extension)	1
Permit Reinstatement	1
Residential Plan Review	1
Residential Roof	1
Siding replacement	1
Trade Permits	11
Administration	18
Code Enforcement	
SEC:5-267(D) Exterior Property Req.-All premises and exterior property, including develop and undeveloped lot shall maintain free from weed, under bush or plant overgrowth more than twelve (12) inches.	4
SEC. 5-267 (J) Junk, Etc. It shall be unlawful for owner, operator or occupant of a dwelling, building or structure to use the premises of such property for open storage or of any household appliances, glass, building materials, building trash or similar items.	3
SEC. 5-274, 5-267 & 5-267(H). Litter, trash etc., placed behind AARP and other business on the backside. Inoperable vehicle in yard-flat tire	1
SEC. 5-267 (H), Accessary uses SEC 6-8 (Zoning). Remove basket goal from right of way. Remove inoperative vehicle, Remove large truck from roadway w/trash in back.	1
SEC. 6-161 Application/Permit	2