

Office of the City Clerk – Administrative Activities for 07/2024

ADMINISTRATIVE TASKS

Item	Count
Business License (New & Renewals)	8
Open Records Request	62
Approx Time per Request	1.50 Days
New Hire - Full Time	1
Total Administrative Items	71

CODE ENFORCEMENT

Violation	Count
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.	6
SEC. 5-267 (D), 5-267 (A) All appliances must be removed from the front driveway and disposed of properly. Garbage container must be removed from road after P/U. Grass and weeds must not exceed 12 inches in height, always cut and maintain lawn.	4
Annual Apartment Inspection	2
SEC. 5-267 (J) Storing in public view household appliances, furniture, building trash, dead trees, trash, garbage, or similar items is prohibited	6
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 in excess of twelve (12) inches.	8
Parking on grass/dirt etc. is prohibited. SEC. 5-267(D), weeds/grass over 12 inches. Exterior Property Req.-All premises and exterior property, including develop and undeveloped lot shall maintain free from weed, under bush or plant overgrowth in excess of twelve (12) inches	1
SEC. 5-161 Application	1
Dekalb Co. SEC 22-28 Storing of waste container.	1
APDX-5-1.7 (6), Parking or storage of any commercial vehicles is prohibited in a residential district unless.	1
Total Code Enforcement Items	30

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PERMITTING	
Permit Type	Count
Administration	28
Administration (Fire)	2
Building Permit Fee (Residential)	13
C/O or C/C Fee New or Renovated Commercial Tenant	8
C/O or C/C Fee New Single Family Detached, Condo,	3
C/O or C/C Fee Renovated Single Family Detached, Condo	9
Work done without a permit	2
Final Fire Inspection	1
Occupancy Inspection	2
Residential Plan Review	12
Residential Roof	2
Sprinkler Only Plan Review	3
Trade Permits	9
Totals Permitting Items	94