

Office of the City Clerk – Administrative Activities for 05/2024

Administrative Tasks	Count
Business Licenses (New and Renewal)	11
Beer/Wine/Alcohol Licenses	1
Open Records Request	85
Average Time per Request	1.38 Days
New Hires	1
Permits	
Inspection (Fire)	2
Building Permit Fee (Commercial)	2
Building Permit (Residential)	9
New Commercial Building	1
Renovated Commercial Tenant	4
New Single Family Detached, Condo,	1
Renovated Single Family Detached, Condo	10
Commercial/Industrial Plan Review	3
Demolition - Single family residential house	1
Work done without a permit	4
Final Fire Inspection	1
Occupancy Inspection	2
Permit Extension (First extension)	1
Residential Plan Review	1
Residential Roof	4
Code Enforcement	
Sec. 4.32 Keeping of fowl/4-51 Animal noise Disturbance.	1
SEC. 5-267 (J) Junk, Et	1
SEC. 5-267/5-274. Keep all exterior premises in a clean, safe& sanitary condition at all times	4
SEC. 5-269 (B) Protective Treatment. Exterior wood surfaces, other than decay-resistant wood, shall be protected from the elements and decay by painting.	1
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.	22
SEC:5-267(D),5-269 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. Open storage of trash, Litter, all roof must be free from holes.	3