

## 2.03 Chief Building Inspector

~~COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION. (Am. #55-02) The Community Development Department Building Division shall include a:~~

~~(1) **Authorization for Position.** Pursuant to Wis. Stat. §62.23(9)(a), the position of Chief Building Inspector and such employees as the Council may provide from time to time.~~

~~(2)(1) **TERM AND APPOINTMENT.** (Am. #55-02) is authorized, within the Department of Community Development. The Chief Building Inspector shall be appointed by and under the direction of the Director/manager of the Community Development Department for an indefinite term, at a salary fixed by the Common Council, and shall hold office until his successor shall have been duly appointed. Building Inspection Division.~~

~~(3) **QUALIFICATIONS.**~~

~~(a) (Am. #55-02) **Powers.** The Chief Building Inspector shall have at least 5 year's experience as an architect, professional engineer, superintendent of construction or the equivalent thereof. He shall be generally informed on the quality/authority given by law, including Wis. Stat. §62.23(9), to administer and strength of building materials, on the prevailing methods of building construction, on good practice in fire prevention/enforce the provisions of Municipal Code Chapters 12, 13, 16, 17, 18, 19, 20, 22, 24, 27, 28, and safe exit facilities.~~

~~(b) He shall not have a financial interest, either directly or indirectly, in the construction of buildings, or in the preparation of plans and specifications therefor or have any financial interest in the sale or manufacture of any material, process or device used in connection with building construction, except as may be authorized by the Common Council.~~

~~(4) **DUTIES.**~~

~~(2) **Primary Duties.** (Am. #55-02) 33, which are referred to herein as the Code. The Chief Building Inspector's authority may be delegated to subordinates.~~

~~(a)(3) **Duties.** The Chief Building Inspector shall be responsible for:~~

~~(a) (Am. #55-02) Administration and supervision of the Building Inspection Division of the Department of Community Development and the employees thereof.~~

~~(b) Maintaining records of the Building Inspection Division in compliance with the City's Records Retention Policy.~~

~~(c) Reporting to City administration on the activities of the Building Inspection Division periodically, as requested.~~

~~(4) **Authority.** The Chief Building Inspector shall have authority to:~~

~~(i) Administer, coordinate and supervise the Community Development Department Building Division Inspectors.~~

~~(ii) Assure compliance with codes, ordinances, statutes and regulations governing new construction and remodeling, and enforce minimum Housing Codes covering all types of buildings including but not limited to manufacturing, commercial and residential.~~

~~(iii) Review plans and approve and authorize or reject construction permits.~~

- ~~(iv) Confer with architects, contractors, and others to resolve problems relative to electrical, heating and structural requirements.~~
- ~~(v) Assign inspectors to projects and review their reports.~~
- ~~(vi) Issue orders to stop construction, and make changes to conform to requirements and personally expedite such matters to assure conformance to the codes, ordinances, statutes and regulations.~~
- ~~(vii) See that all records, papers, etc., are properly organized and filed and control activities within budgetary allowances.~~

~~(b) General Duties. (Am. #55-02) The Chief Building Inspector shall:~~

- ~~(i) Supervise the inspection for, and issuance of all permits, and licenses pertaining to building, plumbing, electric and heating codes and zoning ordinances; and personally follow up any and all inspections when necessary.~~
- ~~(ii) Review and check all plans, specifications and zoning before approval of applications.~~
- ~~(iii) Issue warnings and if necessary enforce all applicable laws, issue stop orders and condemn property as the situation requires.~~
- ~~(iv) Make special investigations upon request of the Mayor or Common Council.~~
- ~~(v) Investigate City owned property and taverns, when directed to, either by statutes, codes, the Common Council or committees thereof.~~
- ~~(vi) Act as secretary to the Board of Building Appeals.~~
- ~~(vii) (Rep. #1-03)~~
- ~~(viii) Supervise the keeping of all records as required by State law and local ordinances.~~
- ~~(ix) Prepare and file a monthly and yearly report with the Mayor and Common Council.~~
- ~~(x) Maintain records of all sanitary sewer connections and house drains.~~
- ~~(xi) Issue occupancy permits and assign house numbers.~~
- ~~(xii) Investigate and answer inquiries and complaints.~~
- ~~(xiii) See that Department personnel conform to work rules and regulations.~~
- ~~(xiv) Prepare budget estimates and perform other supervisory and administrative work required.~~

~~(5)(a) RECORDS. (Am. #55-02)the Code. The Chief Building Inspector shall keep a record of all applications for building permits and regularly number each permit in the order of its issue. He shall keep a record showing the number, description and size of all buildings erected during his term of office, indicating the kind of materials used and the cost of each building and the aggregate cost of all buildings of the various classes. He shall keep a record of all inspections made, and of all removal and condemnation of buildings, and a record of all fees collected by him, showing the date of their receipt and delivery to the City Treasurer. He shall make a~~

~~monthly report and annual report to the Council of the above matters. review of plans and permit applications may be delegated to contractors.~~

- ~~(b) COOPERATION OF OTHER OFFICIALS. (Am. #55-02) The Chief Building Inspector may requestAdminister the issuance and shall receive so far as revocation of certificates of occupancy. The review of applications for occupancy may be necessary, in the discharge of his duties,delegated to contractors.~~
- ~~(c) Issue orders for compliance with the assistance and cooperationCode.~~
- ~~(d) Issue municipal citations for violations of the Director of Public Works in fixing grades,Code and non-compliance with orders to correct violations of the Chief of PoliceCode, as provided in enforcingMunicipal Code §25.08.~~
- ~~(e) Issue orders, to stop work for non-compliance with the Code.~~
- ~~(f) Refer matters involving violation of the Code to the City Attorney in prosecuting violationsfor possible prosecution in Municipal or Circuit Court.~~
- ~~(6)(g) Conduct inspections for all residential, commercial, and industrial construction, improvement, or alteration. Conduct of other City officials. inspections may be delegated to contractors.~~

~~(7) POWERS AND DUTIES. (Am. #55-02)~~

- ~~(a) The Chief Building Inspector shall enforce the Building Code and for such purposes he shall have the power of a police officer.~~
- ~~(b)(h) The Chief Building Inspector or his authorized representative may, upon presentation of the proper credentials, enterEnter any building or premises for the purpose ofwith proper credentials to conduct inspections to verify compliance with the Code, and to obtain special inspection or to prevent violations of the Building Code. warrants when necessary to do so.~~
- ~~(c) Whenever any building work is being done contrary to the provisions of the Building Code, or in an unsafe, unworkmanlike or dangerous manner, the Chief Building Inspector may order the work stopped by notice in writing served on any person engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the Chief Building Inspector to recommence and proceed with the work.~~
- ~~(d) Whenever any building or portion thereof is being used or occupied contrary to the provisions of the Building Code, the Chief Building Inspector shall order such use or occupancy discontinued and the building or portion thereof vacated by notice served on any person using or causing such use or occupancy to be continued, and such person shall vacate such building or portion thereof within 10 days after receipt of such notice, or make the building or portions thereof comply with the requirements of the Building Code.~~
- ~~(e) The Chief Building Inspector may condemn any building or portion thereof which violates the provisions of the Building Code, due to removal, decay, deterioration of any appliance, device or requirement originally required by this Code, or which has become damaged by the elements or fire to an extent of 50% of its fair market value.~~

- ~~(i) The Chief Building Inspector may order~~Condemn entire buildings or portions of buildings that are dangerous, unsafe, or otherwise unfit for habitation, and declare and order properties to be vacated if deemed unfit for habitation, occupancy, or use.
- ~~(f) Order portions of the structural frame of a building or a structure to be~~uncovered and exposed for inspection when, in his opinion, a building or to confirm work requiring a permit complies with the Code or if the Chief Building Inspector reasonably believes the structure is in an unsafe condition.
- ~~(g) In any of the aforesaid cases, the Chief Building Inspector shall serve notice in writing on the owner, reputed owner or person in charge of such building or premises, setting forth what must be done to make such building or structure safe.~~
- ~~(h)(i) The person receiving such notice shall commence within 48 hours thereafter to make the changes, repairs or alterations set out in such notice and diligently proceed with such work or demolish the building. No such building shall be occupied or used for any purpose after the Chief Building Inspector serves written notice of its unsafe and or dangerous condition until the instructions of the Chief Building Inspector have been complied with.~~
- ~~(i) If at the expiration of the time as set forth in the first notice, the instructions as stated have not been complied with, a second notice shall be served personally upon the owner, his agent or the person in possession, charge or control of such building or structure or part thereof, stating such precautionary measures as may be necessary or advisable to place such building or structure or part thereof in a safe condition. Should the necessary changes not be made within 30 days after service of such second notice, the Chief Building Inspector shall institute an appropriate action or proceeding at law or in equity to restrain, correct or remove such violations and compel compliance. In case of emergency, the Chief Building Inspector may proceed with the work specified in such notice, and cause the cost of the same to be paid and levied as a lien against the property.~~
- ~~(k) Request and receive as required in the performance of the duties described in this Section the assistance of the Director of Public Works, Chief of Police, and other City officials.~~
- ~~(l) All other actions necessarily required for the performance of the duties described in this Section.~~