

**SECTION 4: BUILDING PERMITS, CERTIFICATE OF OCCUPANCY, FEES.**

Subd. 1. Building Permits.

A. No person shall erect, alter, wreck or move any building or structure or part thereof without first securing a building permit.

B. An application for a building permit shall be made to the Building Official on a form furnished by the City. All building permit applications shall be accompanied by a site plan drawn to scale showing the dimensions of the lot to be built upon and the size and location of the building and accessory buildings to be erected, off-street parking and loading facilities and such other information as may be deemed necessary by the Building Official and Zoning Administrator to determine compliance with this and other land use ordinances. No building permit shall be issued for activity in conflict with the provisions of this Ordinance except activity for which a variance has been granted in accordance with Section 25, Subd. 5. The Building Official shall issue a building permit only after determining that the application and plans comply with the provisions of this Ordinance, the State Building Board and other applicable laws and ordinances.

C. If the work described in any building permit is not begun within one hundred eighty (180) days or completed within one year following the date of issuance thereof, said permit shall expire and become void. Written notice thereof shall be transmitted by the Building Official to the permit holder, stating that activity authorized by the expired permit shall cease unless and until a new building permit has been obtained.

D. No building permit shall be issued for the development of commercial, industrial or multifamily structures of four (4) dwelling units or greater for property that is not platted in accordance with the requirements of the City Code.

Subd. 2. Certificates of Occupancy.

A. A certificate of occupancy shall be obtained before:

1. any nonagricultural building, except an accessory building, hereafter erected or structurally altered is occupied or used; and
2. the use of any existing nonagricultural building, except an accessory building, is altered.

B. Application for a certificate of occupancy shall be made to the Building Official as part of the application for a building permit. A certificate of occupancy shall be issued by the Building Official following completion of the building permit activity and a determination by the Building Official that the building and its proposed use complies with this Ordinance and the provisions of any permit issued pursuant hereto. To the extent practicable, a certificate shall be issued within ten (10) days after the completion of building permit activity. The Building Official may issue a temporary certificate of occupancy for a period not to exceed six (6) months when work pursuant to a building

permit is in progress. A certificate of occupancy shall also constitute a building code certificate as required by Minnesota Statutes 16.851.

Subd. 3. Fees. Fees and charges for processing applications shall be established by resolution of the Council and collected by the City for deposit in the City's accounts. Fees shall be established for at least the following: building permits, conditional use permits, subdivisions, zoning amendments, variances and appeals. In addition, the applicant shall pay all reasonable fees and other extraordinary costs incurred by the city for review and inspection, including preparation of reports and review of plans by the City Attorney, City Engineer, Planning Consultant(s) and staff and costs of a similar nature. This payment shall be made by the petitioner upon receipt of an itemized invoice from the city, and said payment shall be in addition to the fee required with the petition.

