

7 Building Permits

7.1 Application for Permits

7.1.1 Permits required. No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure in the town of West Lakeland or cause the same to be done, without first obtaining a separate building permit for each such building or structure from the building official. Plans, submitted for checking, for which no permit is issued, and on which no action is taken by the applicant for 90 days, shall be returned to the last known address of the applicant. For the applicant to renew action on said plans, a payment of another fee shall be required.

7.1.2 Application. To obtain a permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every such application shall:

- 7.1.2.1** Identify and describe the work to be covered by the permit for which application is made;
- 7.1.2.2** Describe the land on which the proposed work is to be done, by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed building or work;
- 7.1.2.3** Describe the proposed location of water supply, sanitary facilities and proposed disposal of surface water;
- 7.1.2.4** Show the use or occupancy of all parts of the building;
- 7.1.2.5** Be accompanied by plans and specifications as required in Subsection 7.1.3 of this Section;
- 7.1.2.6** State the valuation of the proposed work;
- 7.1.2.7** Be signed by the permittee, or his authorized agent, who may be required to submit evidence to indicate such authority;
- 7.1.2.8** Give such other information as reasonably may be required by the Building Official.

7.1.3 Plans and Specifications. With each application for a building permit and when required by the building official for enforcement of any provisions of said building code, three sets of plans and specifications shall be submitted. The building official may require plans and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such.

7.1.4 Information on Plans and Specifications. Plans and specifications shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the building code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give the house and street address of the work and the name and address of the owner and person who prepared them. Plans shall include a plot plan showing the

location of the proposed building and every existing building on the property. In lieu of detailed specifications, the building official may approve references on the plans to a specific section or part of said building code or other ordinances or laws.

7.2 Issuance

- 7.2.1** The application, plans and specifications filed by an applicant for a permit shall be checked by the building official. Such plans may be reviewed by other departments of the municipality to check compliance with the law and ordinances under their jurisdiction. If the building official is satisfied that the work described in an application for a permit and the plans filed therewith conform to the requirements of said building code and other pertinent laws and ordinances, and the fee has been paid, he shall issue a permit to the applicant. The permit is issued subject to the approval of the Town Board.
- 7.2.2** When the Building Official issues the permit, he shall endorse in writing or stamp on both sets of plans and specifications “APPROVED”. Such approved plans and specifications shall not be changed, modified, or altered without authorization from the Building Official, and all work shall be done in accordance with the approved plans.
- 7.2.3** If a permit is not issued, a written statement shall be furnished the applicant stating the reasons for refusal to issue the permit.

7.3 Retention of Plans

One set of approved plans, specifications, and computation shall be retained by the Building Official for a period of not less than 90 days from the date of the completion of the work covered therein, and one set of approved plans and specifications shall be returned to the applicant, which set shall be kept on such building or work at all times during which the work authorized thereby is in progress.

7.4 Work within Public Right-of-Way

A permit shall be required for any work such as sidewalk construction, curb or gutter construction, driveways, boulevards, drainage, etc., which is proposed to be done within the public right-of-way. These permits shall be issued by a designated town employee after application for the work has been approved by the town engineer.

7.5 Validity

- 7.5.1** The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of said Building Code. No permit presuming to give authority to violate or cancel the provisions of said Building Code shall be valid, except insofar as the work or use which it authorizes is lawful.
- 7.5.2** The issuance of a permit based upon plans and specifications shall not prevent the Building Official from thereafter requiring the correction of errors in said plans and specifications or from preventing building operations being carried on thereunder when in violation of said Building Code or of any other ordinance of the municipality.

7.6 Expiration and Completion of Permits

- 7.6.1 Expiration.** All permits issued shall expire one hundred eighty (180) days after the date thereof and all fees forfeited unless the work contemplated and authorized thereby is in actual progress.
- 7.6.2 Time for Completion.** The exteriors of all structures shall be completed within one hundred eighty (180) days of the date of issuance of a permit and completion shall be understood to mean the surfacing with finished material such as brick, stucco, shingles, or wood. Surfacing with tarpaper roll roofing or any other paper or brick imitation material shall not be considered as completing the exterior. Any structure with such a temporary exterior at the time of the passage of this ordinance shall be considered a partially completed home for the purposes of allowance of a permit to persons who are now occupying such a dwelling to allow them to continue such occupancy for not more than one year from the date of enactment.
- 7.6.3 Suspension or Revocation.** The building official may, in writing, suspend or revoke a permit issued under provisions of said building code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of said building code.

7.7 Moving Buildings

- 7.7.1** Buildings or structures moved from one location to another shall comply with the provisions of the Building Code for new buildings when moved to a new location.
- 7.7.2** Where the Building Official or his authorized agent is called upon to inspect a building or structure outside the boundaries of the Town of West Lakeland to determine whether such building or structure may be moved into said Town he shall be paid an additional fee and mileage as approved from time to time by resolution of the town board.
- 7.7.3** No building or structure shall be hereafter moved into or moved within the limits of West Lakeland Township except under the following conditions:
- 7.7.3.1** Any person, firm, corporation, co-partnership or any other entity desiring to move a building or a structure within the limits of West Lakeland Township shall first apply for a permit from the Clerk of the Township and shall pay a fee of between \$50.00 to \$200.00 as determined from time to time by resolution of the Town Board.
- 7.7.3.2** Each such building or structure must be so constructed as to be in compliance with all codes and ordinances of West Lakeland Township in effect at the time of the issuance of the permit and must be in good repair and condition.
- 7.7.3.3** At the time of the filing of the application for a permit to move any building or structure as herein contemplated, the applicant shall file an application with the Town Clerk, which among other things, shall list the age, type of construction, height, accurate outside measurements, the number of rooms and descriptions thereof of the structure proposed to be

moved, and the address and location where the building or structure may be personally inspected by the Township Building Inspector and a Town Board member. After such inspection, if, in the opinion of the Building Inspector and Town Board member, the building or structure does not meet the conditions as outlined in section 7.7.3.2 above no permit shall be issued, provided however, that if the building or structure can be in the judgment of the Town Board remodeled, altered and/or reconditioned so as to comply with the requirements of the West Lakeland Township Building Code, the Town Board may issue a permit conditioned on the requirements as set forth by the report and as may be necessary to obtain compliance. When such a conditional permit is issued it shall be a further requirement that the applicant shall at the time of the issuance of said permit sign a statement acknowledging acceptance of said conditions and further shall post a performance bond in the sum of one and one half (1 ½) times the cost as estimated by the Town Board of guaranteeing compliance with said conditions. All permits shall be for the duration of one (1) year from the date of issuance. Any moving, remodeling, alteration or reconditioning of any building or structure must be completed within that period and in the case of a conditional permit, said performance bond shall remain in full force and effect until all conditions are fully complied with. The bond shall authorize the required work to be completed by the Town Board upon failure of the work to be done by the owner.

- 7.7.4** The applicant shall notify all owners of other property lying within 500 feet of the outside dimensions of the lot or tract on which the building and/or structure are to be moved of the move.
- 7.7.5** A building permit such as is required under the Town Building Code for any other construction in West Lakeland Township and the payment of fees based on the value of the structure after any required improvements and installation costs shall be required in addition to the permit to move the building or structure into and within the limits of West Lakeland Township