

CHAPTER 1440 ~~DEPARTMENT~~ **DIVISION** OF BUILDINGS

1440.01 ESTABLISHMENT; DUTIES.

Pursuant to Article IX of the City Charter and Chapters 4101:1-1 of the Ohio Administrative Code, there is hereby established in and for the City a ~~Department~~ **Division** of Buildings. The ~~Department~~ **Division** shall be responsible for all inspections of construction work being performed in the Municipality, whether such construction consists of new construction or additions and/or alterations to existing structures. The ~~Department~~ **Division** shall also be responsible for checking into and determining all violations of the Zoning Code (Ordinance 1970-232, passed September 15, 1971) and all future amendments thereto, as well as all other applicable City codes and ordinances. The ~~Department~~ **Division** shall have control of and be responsible for the processing of all matters and details concerning the construction of all residential, apartment, commercial and industrial buildings, with the assistance of the City Engineer when his or her services are requested. In addition to the foregoing areas of responsibility, the ~~Department~~ **Division** shall have, as part of its function and authority, the control of the inspection of all installations of sewer lines, water lines and gas lines and/or connections of the same to existing facilities.

1440.02 COMPOSITION.

The ~~Department~~ **Division** of Buildings shall consist of the following positions in accordance with the Codified Ordinances of the City and the Ohio Administrative Code Chapter 4101:1-1, Section 103.2:

- (a) Building Official (Building Commissioner)
- (b) Secretary
- (c) Housing and Zoning Inspector
- (d) Master Plans Examiner
- (e) Certified Building Inspector, Electrical Inspector, Plumbing Inspector and Backup Inspectors.

Each of these positions in (a), (d) and (e) shall be filled in accordance with the provisions of the Ohio Administrative Code 4101:1-1, Section 103.3 through Section 103.3.9.6.4 concerning qualification and education requirements incidental to the efficient operation of the ~~Department~~ **Division**. Such personnel shall be compensated in accordance with existing complement and compensation ordinances.

1440.03 BUILDING COMMISSIONER.

- (a) Duties and Functions. The Building Commissioner shall:
 - (1) ~~Be responsible for the performance of all administrative functions necessary in directing the operation of the Department of Buildings;~~
 - (2) Review and evaluate all processes of inspection and be responsible for the training of all building inspectors and the qualifications of all State certified inspectors;
 - (3) Recommend policies and develop work programs; ~~and schedules, all of which will tend to improve the efficiency of the Department;~~
 - (4) Work under the general supervision and direction of the ~~Mayor~~ **Director of Community Development**;
 - (5) Enforce all applicable building requirements, codes, ordinances and regulations of the Municipality;
 - (6) Be available for consultations with contractors, architects, engineers and others who are engaged in either the design and/or construction of structures to be constructed within the Municipality;
 - (7) Hear and investigate all complaints and violations pertaining to the Building Code, the Zoning Code and all ordinances and regulations pertaining to construction;
 - (8) Maintain, or cause to be maintained, accurate and adequate records of all activities within the jurisdiction of the ~~Department~~ **Division**;
 - (9) Review all plans for construction and refer the same to the City Engineer for his or her approval when the necessity arises;
 - (10) Confer with the ~~Mayor~~ **Director of Community Development** periodically to ensure the enforcement of all Municipal ordinances, codes and regulations so as to protect the health, safety and welfare of the inhabitants of the City;
 - (11) Be qualified to perform any and all duties of the various inspectors when conditions warrant that such duties be done;
 - (12) Prepare all cases for prosecution when violations of City ordinances occur, that the proper inspector of record be present in the proper court of law when requested to testify as to such violations; and
 - (13) Attend all regular and/or special meetings of the Planning Commission, the Board of Zoning Appeals and all other boards and commissions when requested to do so or when his or her attendance is deemed necessary by the **Director of Community Development**, Mayor or Council.
- (b) Appointment; Term. The Building Commissioner shall be appointed by the Mayor with the concurrence of a majority of the members elected to Council. ~~His or her term of office shall be concurrent with the term of office of the Mayor, or until his or her successor is appointed and qualified.~~ The position of Building Commissioner shall remain an appointive position and shall not be included in the classified service.
- (c) Benefits. The Building Commissioner shall receive the same benefits received by other Municipal employees, except for overtime compensation.

1440.04 HOUSING AND ZONING INSPECTOR.

The Housing and Zoning Inspector shall:

- (a) Inspect all existing structures to ensure compliance with Municipal codes and ordinances;
- (b) Investigate all complaints of violations of the Zoning Code and housing ordinances, and, more particularly, cases of substandard housing;
- (c) Inform property owners of violations and endeavor to have such violations corrected by such property owners;
- (d) Refer cases of violations, if not timely and reasonably corrected, to proper authorities for appropriate court action;
- (e) Make periodic surveys of the community to determine areas of deterioration or loss of aesthetic values;
- (f) Maintain accurate and adequate records and reports of all zoning and housing inspections performed;
- (g) Enforce all applicable Municipal codes, ordinances and regulations pertaining to proper and adequate zoning and housing standards;
- (h) Appear as a witness in all cases involving violations of Municipal codes and/or ordinances when requested to do so by the Building Commissioner; and
- (i) Prepare and perform all related work and enforcement proceedings when requested to do so by the Building Commissioner.

1440.05 CLERICAL PERSONNEL.

There shall be sufficient clerical personnel employed to adequately provide for the efficient operation of the ~~Department~~ **Division** of Buildings. Such personnel shall be employed and paid in accordance with existing complement and compensation ordinances. Each individual employed as clerical help shall be qualified in the areas of typing, data processing and proper procedure in answering complaints and supplying general information, and shall also be capable of proper methods of filing and performing related work when directed to do so by the ~~Building Commissioner~~ **Director of Community Development**.

1440.06 RESPONSIBILITY FOR INSPECTIONS.

Duties and functions relating to inspections shall be performed by the Backup Inspector in the absence or nonavailability of regular inspectors or if such positions have not been filled by competent personnel.

1440.07 DUTIES OF INSPECTORS.

Any certified individual employed as an inspector in the ~~Department~~ **Division** of Buildings shall perform the duties and functions of such position, whether such employment is considered full-time or part-time employment.

1440.08 EMPLOYMENT AND DISMISSAL OF PERSONNEL.

The ~~Building Commissioner~~ **Director of Community Development** may, when in his or her judgment conditions warrant it, dismiss any employee of the ~~Department~~ **Division** of Buildings. The ~~Building Commissioner~~ **Director of Community Development** shall recommend that additional personnel be employed when conditions warrant it. A final determination of employment of additional personnel shall be the prerogative of the Mayor, subject to the existing complement and compensation ordinances.