

Division 9. Building, Zoning and Code Enforcement Department**Section III-901. Powers and Duties**

The Building, Zoning and Code Enforcement Department, shall perform all zoning, building official, and code enforcement functions and shall perform such other functions as may be requested by the City Manager. The Director shall coordinate the review of all applications for development approval reviewed by the Building, Zoning and Code Enforcement Department.

Section III-902. Creation and Appointment

The Director of Building, Zoning and Code Enforcement shall be appointed by and serve at the pleasure of the City Manager. There shall be a certified Building Official who shall perform the duties of a building official as prescribed by Florida Statutes, and who shall be appointed by and serve at the pleasure of the City Manager.

Section III-903. Jurisdiction, Authority and Duties

In addition to the jurisdiction, authority and duties which may be conferred by other ordinances, the Building, Zoning and Code Enforcement Department shall have the following jurisdiction, authority and duties:

A. Act as the enforcing officer of these regulations and make, or cause to be made, periodic inspections of all work authorized by permits issued in accordance with these regulations, issue written notices of violations of these regulations, and take action necessary to ensure compliance with the provisions of these regulations.

B. Review all applications for permits for the construction, enlargement, structural alteration, conversion, or relocation of any use, building, or structure, or any change in a category of use of any building or structure.

C. Unless otherwise specified in these regulations, the Director of Building, Zoning and Code Enforcement shall issue all permits and approvals required to be issued by this Code, and make and maintain records thereof, and shall perform such other duties as may be assigned by this Code, the City Manager, or the City Commission.

D. Unless otherwise provided in these regulations, the Director of Building, Zoning and Code Enforcement shall make all determinations and issue all rulings and orders authorized herein or otherwise necessary in the interpretation and enforcement of this Code.

E. Upon written request for an interpretation, the Director of Building, Zoning and Code Enforcement shall issue written interpretations of the Land Development Regulations (LDRs), [except for those regulations relating to Engineering Design Criteria Manual (EDCM) and Advisory Community Design Guidelines]. Notice of such interpretations shall be provided to property owners within five hundred (500) feet of the property and to those persons registered in

ARTICLE III: Decision Making and Administrative Bodies

the Office of the City Auditor and Clerk to receive notice of applications for development approval.

F. Review and provide comments to the DRC on all applications for development approval which require review by the DRC.

G. The Director of Building, Zoning and Code Enforcement shall be the official signatory for all certificates of concurrency that result from development approvals that only require issuance of a building permit and/or a zoning approval.

H. Review and approve consolidation and boundary adjustment plats.

(Ord. No. 99-4125, Sec. 3, 7-19-99)

(Ord. No. 02-4409, Sec 2, 11-18-02)

(Ord. No. 03-4430, sec 2, 1-21-03)