

**1262.04 CERTIFICATES OF OCCUPANCY.**

No land, building or part thereof shall hereafter be occupied by or for any use unless and until a certificate of occupancy shall have been issued for such use. The following shall apply in the issuance of any certificate:

- (a) Certificate Required. Until a certificate has been issued, no person shall:
  - (1) Occupy or use any vacant land;
  - (2) Occupy or use any structure hereafter constructed, reconstructed, moved, altered, or enlarged;
  - (3) Change the use of a structure or land to a different use; or
  - (4) Change a nonconforming use.
- (b) Application. Applications for certificates of occupancy shall be made in writing to the Zoning Administrator on forms furnished by him or her, and such certificates shall be issued within five days after receipt of such application if it is found that the building or structure or part thereof, or the use of land, is in accordance with the provisions of this Zoning Code and all building or health laws and ordinances as verified by the Building Inspector. If such certificate is refused for cause, the applicant thereof shall be notified of such refusal and the cause thereof within the aforesaid five-day period.
- (c) Record of Certificates. A record of all certificates issued shall be kept on file in the office of the Zoning Administrator, and copies shall be furnished upon request to any person having a propriety or tenancy interest in the property involved.  
(Ord. 2005-05. Passed 8-9-05; Ord. 2008-08. Passed 9-9-08.)

**1262.05 FEES.**

The City Treasurer or the City Treasurer's designee, in advance of issuance, shall collect fees for inspections and the issuance of certificates, or copies thereof, required by the provisions of this Zoning Code. The amount of such fees shall be established by resolution of the Council and shall reimburse the City for costs resulting from enforcement of this Zoning Code. No permit, certificate, conditional use permit, or variance shall be issued unless or until such costs, charges, fees or expenses have been paid in full, nor shall any action be taken on proceedings before the Board of Appeals, unless or until all applicable charges and fees have been paid in full.  
(Ord. 2008-08. Passed 9-9-08.)