ARTICLE 36   PERMITS AND CERTIFICATES

Sec. 36.1. Development Permit.

(a) A development permit shall be required for any proposed use of land(s) or building(s), to indicate and insure compliance with all provisions of this Zoning Ordinance before any building permit is issued or any improvement, grading or alteration of land(s) or building(s) commences, except as exempted by this Article.

(b) A development permit shall be required to authorize all activities associated with development activity, including, but not limited to, clearing and grubbing, grading, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings, signs, or other structures requiring the issuance of a building permit.

Sec. 36.2. Exemptions from Development Permit.

A development permit shall not be required for individual structures within approved subdivisions, nor shall a development permit be required for a detached, single-family dwelling unit on an individual lot not part of an approved subdivision or development.

Sec. 36.3. Application for Development Permit.

Any person seeking development activity on land within the city shall first submit to the Zoning Administrator an application for a development permit, including civil design and construction drawings. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by three (3) complete sets of plans drawn to scale, signed and stamped by an engineer registered in Georgia who has authority to produce such plans, with his or her address. Applications shall be made in accordance with application requirements specified by the Zoning Administrator.

Sec. 36.4. Review and Issuance of Development Permit.

(a) The Zoning Administrator and City Engineer shall review the application for development permit, and upon completion of the review, one copy of such plans shall be returned to the owner along with notice of a decision to approve or deny the development permit. All development permits shall be issued by the Zoning Administrator, who shall in no case grant any development permit for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this zoning ordinance. The Zoning Administrator may issue development permits without being responsible for ensuring that the development complies with other applicable state or federal laws, unless specifically stated otherwise in this zoning ordinance.

(b) If the development permit is denied, the Zoning Administrator shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator and copies shall be furnished on request to any person.

Sec. 36.5. Duration of Validity of Development Permit.

A development permit shall expire two (2) years after its issuance, subject to the following provisions: if the work described in any development permit has not been begun within one hundred twenty (120)

days from the date of issuance thereof, said permit shall expire, and if work described in any development permit has not been substantially completed within two (2) years of the date of issuance thereof, said permit shall expire. Written notice of the expiration shall be given to the persons affected, only if the permit is being revoked prior to the two-year expiration date.

Sec. 36.6. Building Permit.

(a) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this zoning ordinance and only after the Zoning Administrator has issued a development permit or if no development permit is required, after review of said building permit for compliance with the provisions of this zoning ordinance.

(b) No building, or other structure shall be erected, moved, extended or enlarged, or structurally altered, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this zoning ordinance.

(c) Approval of a building permit shall require an application to the Building Inspector as specified in the building and related codes of the city. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector and copies shall be furnished on request to any person.

(d) Any building permit issued shall become invalid unless the work authorized by it shall have been commenced within one-hundred-twenty (120) days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of six (6) months.

Sec. 36.7. Certificate of Occupancy.

(a) A certificate of occupancy issued by the Building Inspector is required in advance of occupancy or use, any building or structure hereafter erected, or a change in the use of an existing building or structure.

(b) A certificate of occupancy, either for the whole or part of a building or use, shall be issued within ten (10) days after the erection or structural alterations of such building, or part, or use established. Work shall be completed in conformity with the provisions of this zoning ordinance. A certificate of occupancy shall not be issued unless the proposed use of a building or land conforms to the applicable provisions of this zoning ordinance.

(c) If the certificate of occupancy is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all certificates shall be kept on file in the office of the Building Inspector and copies shall be furnished on request to any person.