

ORDINANCE NO. 2024-5
AN ORDINANCE AMENDING AND RESTATING CHAPTER 14 SECTION 3:
BUILDING COMMISSIONER; OFFICE; DUTIES.

WHEREAS, I.C. §§ 36-1-3-2 and 36-1-3-3 authorize municipalities to exercise all the powers that they need for the effective operation of government as to local affairs; and,

NOW THEREFORE, BE IT ORDAINED Chapter 14, Section 2: Building commissioner; office; duties, and the same is hereby amended and restated and shall read as follows:

CHAPTER 14, SECTION 3: BUILDING COMMISSIONER; OFFICE; DUTIES

(a) Office. The building commissioner shall be appointed by the town council to serve until replaced by the town council and shall perform the duties defined in this chapter. The building commissioner shall be responsible for all activities of the building department and shall act on behalf of the town under the direction of the town council and not individually.

(b) Duties. The building commissioner shall:

- (1) Examine and approve or reject all applications for building permits in accordance with provisions of applicable ordinances.
- (2) Issue permits for all approved applications in accordance with provisions of this and other applicable ordinances.
- (3) Enforce all ordinances now in force, or which may hereafter be established, pertaining to the erection, construction, alteration, repair, or removal of building or other structures.
- (4) Make such inspections, as are provided in subsection (c) of this section, of buildings being erected, altered, or removed, to ensure reasonable compliance with this Code and any other applicable ordinances or codes of the town. Duly authorized representatives of the building department, upon presentation of proper credentials, are granted the right and authority to enter, during construction, upon and into any such building or premises, for the purpose of making such inspection or tests as are provided for in this or any other applicable codes or ordinances.
- (5) Keep a proper set of records showing an accurate account of all building plans approved and so marked and the estimated cost of the building, their location and character.

(6) Submit a monthly report to the director of public works and the town council showing a list of the work of the department during the previous month.

(7) Make interpretations of this Code, subject to the limitations of this Code, as required.

(c) Additional responsibilities. In addition to the enforcement to secure reasonable compliance with this chapter, the building commissioner shall be responsible for the following:

(1) The building commissioner and fire chief shall make inspections of all school buildings, public halls, churches, theaters and business houses, structures, and all buildings used for manufacturing or commercial purposes, annually or at such time as the building commissioner may direct.

a. It shall be the duty of every owner, agent, lessee, or person in charge of buildings to permit the making of such inspection, at any time upon written notice or demand being made. If such commissioner finds that the building is unsafe for public use, he shall notify the owner, lessee, or person in charge of the building to this effect, and changes or additions which the commissioner may recommend for safety shall be made within 30 days from date of such notice.

b. The commissioner shall have authority to order stopped any wrecking, building, or remodeling that is being done in a careless and dangerous manner, so as to endanger life, limb, or property. Resumption of such work shall not take place until satisfactory precautions have been taken or changes made as he shall deem necessary for the public safety.

(2) Receive, review and approve any applications for permits submitted for building or structures not covered by this chapter and establish a schedule of required inspections to ensure compliance with plans and specifications, as approved by the state department of fire and building safety, when required, and direct such inspections made and approval given prior to proceeding with construction.

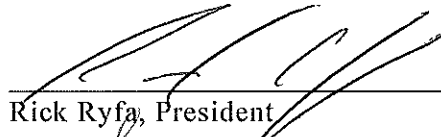
(d) Notwithstanding the foregoing, the Building Department Administrator is also authorized to examine and approve or reject all applications for building permits in accordance with provisions of applicable ordinances.

(e) Notwithstanding the foregoing, the Building Department Administrator is also authorized to receive, review and approve any applications for permits submitted

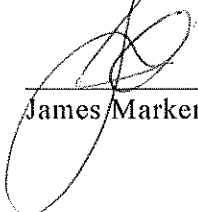
for building or structures not covered by this chapter and establish a schedule of required inspections to ensure compliance with plans and specifications, as approved by the state department of fire and building safety, when required, and direct such inspections made and approval given prior to proceeding with construction.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF GRIFFITH, INDIANA, THIS ____ DAY OF _____, 2024.

TOWN COUNCIL OF THE TOWN OF GRIFFITH



Rick Ryfa, President

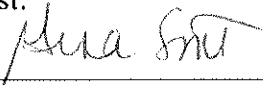


James Marker

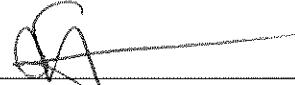
Larry Ballah



Melissa Robbins

Attest:


Gina Smith, Clerk-Treasurer



Tony Hobson