

## ADMINISTRATION

### SECTION 18. ENFORCEMENT PROVISIONS

#### SEC. 18.1. ENFORCEMENT

The Department of Building and Safety Engineering, through its officers, inspectors, or employees, shall enforce the provisions of this Ordinance.

#### SEC. 18.2. PERMITS NOT TO BE ISSUED

No building permit shall be issued for the erection, alteration, or use of any building or structure or part thereof, or for the use of any land, which is not in accordance with all of the provisions of this Ordinance.

#### SEC. 18.3. CERTIFICATES NOT TO BE ISSUED

No certificate of occupancy pursuant to the Building Code (Ordinance 354-C) shall be issued unless the building, structure, or part thereof, and the use of the land, covered by such Certificate, conforms in all respects with the provisions of this Ordinance.

#### SEC. 18.4. PLATS

All applications for building permits shall be accomplished by a plat, in duplicate, drawn to scale, showing the actual dimensions of the lot to be built upon, the location of the building to be erected and all other buildings on the property and such other information as may be necessary for the enforcement of this Ordinance.

Where a building is to be erected in an R1 or R2 District and the proposed front yard is less than the prescribed minimum for the District in which the proposed building is to be situated and when such minimum front yard is permitted to be reduced as hereinbefore specified, such plat shall include the nearest adjoining premises on both sides in the same block upon which buildings have already been erected.

#### SEC. 18.5. PERMITS FOR NEW USE OF LAND

No land heretofore vacant shall hereafter be used or an existing use of land be hereafter changed to a use of a different class or type unless a building permit is first obtained for the new or different use.

#### SEC. 18.6. PERMITS FOR NEW USE OF BUILDINGS

No building or structure, or part thereof, shall be changed to or occupied by a use of a different class or type unless a building permit is first obtained for the new use.

#### SEC. 18.7. PERMITS REQUIRED

No building or structure, or part thereof, shall be hereafter erected, altered, moved, or repaired unless a building permit shall have been first issued for such work. The terms "altered," and "repaired" shall include any changes in structural parts, stairways, type of construction, type, class or kind of occupancy, light or ventilation, means of egress or ingress, or other changes affecting or regulated by the Building Code, Housing Law of Michigan, or this Ordinance, except for minor repairs or changes not involving any of the aforesaid features.

#### SEC. 18.8. BUILDING PERMIT NECESSITATES CERTIFICATE

No land, building, structure, or part thereof, shall be occupied by or for any use for which a building permit is required by this Ordinance unless and until a Certificate of Occupancy shall have been issued for such new use.

#### SEC. 18.9. CERTIFICATES REQUIRED

No building or structure, or part thereof, which is hereafter erected or altered, shall be occupied or used unless and until a Certificate of Occupancy shall have been issued for such building or structure.

#### SEC. 18.10. CERTIFICATES INCLUDING ZONING

Certificates of Occupancy as required by the Building Code for new buildings or structures, or parts thereof, or for alterations to or changes of use of existing buildings or structures, shall also constitute Certificates of Occupancy as required by this Ordinance.

#### SEC. 18.11. CERTIFICATES FOR EXISTING USES

Certificates of Occupancy shall be issued for existing buildings, structures, or parts thereof, or existing uses of land if, after inspection, it is found that such buildings, structures, or parts thereof, or such use of land, are in conformity with the provisions of this Ordinance.

#### SEC. 18.12. TEMPORARY CERTIFICATES

Nothing in this Ordinance shall prevent the issuance of a temporary Certificate of Occupancy for a portion of a building or structure in process of erection or alteration, provided that such temporary Certificate shall not be effective for a period of time in excess of six (6) months and provided further that such portion of the building, structure, or premises is in conformity with the provisions of this Ordinance.

#### SEC. 18.13. RECORDS OF CERTIFICATES

A record of all certificates issued shall be kept on file in the office of the Commissioner of the Department of Buildings and Safety Engineering and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the property involved.

#### SEC. 18.14. CERTIFICATES FOR DWELLING ACCESSORY BUILDINGS

Buildings accessory to dwellings shall not require separate Certificates of Occupancy but may be included in the Certificate of Occupancy for the dwelling when shown on the plat and when completed at the same time as such dwellings.

#### SEC. 18.15. APPLICATION FOR CERTIFICATES

Application for Certificate of Occupancy shall be made in writing to the Department of Buildings and Safety Engineering on forms furnished by that Department and such Certificates shall be issued within five (5) 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 Ordinance.

If such certificate is refused for cause, the applicant therefor shall be notified of such refusal and the cause thereof within the aforesaid five (5) day period.

#### SEC. 18.16. FINAL INSPECTION

The holder of every building permit for the construction, erection, alteration, repair, or moving of any building, structure, or part thereof, shall notify the Department of Buildings and Safety Engineering immediately upon the completion of the work authorized by such permit, for a final inspection.

#### SEC. 18.17. FEES

Fees for inspections and the issuance of permits or certificates or copies thereof required or issued under the provisions of this Ordinance may be collected by the Department of Buildings and Safety Engineering in advance of issuance. The amount of such fees shall be established by the Board of Rules of said Department and shall cover the cost of inspection and supervision resulting from the enforcement of this Ordinance but in no case shall the fee for any particular service be in excess of ten (\$10.00) dollars nor less than fifty (50c) cents.

#### SEC. 18.18. RECORD OF NON-CONFORMING USES

All non-conforming uses existing at the effective date of this Ordinance shall be recorded for the purpose of carrying out the provisions of Section 3.3.

#### SEC. 18.19. TEMPORARY ROOMING HOUSES

During the period of housing emergency created by the immigration of workers to man war production plants, the temporary use of any dwelling in R1 and R2 Districts for rooming house purposes shall be permitted, notwithstanding any prohibition in this Ordinance, subject to the requirements and limitations of this section. The Department of Buildings and Safety Engineering is hereby authorized to issue building permits for such use in conformity with the provisions of this section.

Such temporary use and permits issued therefor shall be subject to the following conditions and limitations:

1. The dwelling shall be occupied by a family which may rent or permit the use for rooming house purposes of part of the space which said family occupies or controls.
2. The number of rooms so rented or occupied outside of the space occupied by the family itself shall not exceed three (3) and each by more than two (2) persons.
3. There shall be no physical changes in such dwelling while occupied for rooming house purposes under this section except necessary repairs or alterations which will not change the character of the dwelling.
4. There shall be no cooking facilities in any rooms rented or occupied under this section.
5. Not more than one non-illuminated sign not over one square foot in area may be used to advertise such rooms and no