

## ARTICLE 19

### ADMINISTRATION AND ENFORCEMENT

#### BUILDING PERMITS AND CERTIFICATE OF ZONING COMPLIANCE

**SECTION 19.01 – ADMINISTRATION AND ENFORCEMENT:** An Administrative Official designated by the Township Supervisors shall administer and enforce this Ordinance. He may be provided with the assistance of such other persons as the Township Supervisors may direct.

If this Administrative Official shall find that any of the provisions of this Ordinance are being violated, he shall notify in writing the person(s) responsible for such violation, indicating the nature of the violations and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings or structures or of illegal addition, alteration, or structural changes; discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance to ensure compliance with or to prevent violation of its provisions.

**SECTION 19.02 – BUILDING PERMITS REQUIRED:** No building or other structure shall be erected, moved, added to, altered, reconstructed or the use therein changed without a permit therefore issued by the Administrative Official. No building permit shall be issued by the Administrative Official except in conformity with the provisions of this Ordinance, unless he receives a written order from the Zoning Hearing Board in the form of an Administrative Review, Special Exception, or Variance as provided by this Ordinance.

**SECTION 19.03: APPLICATION FOR BUILDING PERMIT:** All applications for building permits shall be accompanied by plans in triplicate drawn to scale, showing the actual dimensions and shape of the lot to be built upon, the exact size and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building or alterations. The application shall include such other information as lawfully may be required by the Administrative Official, including existing or proposed building or alteration; existing or proposed uses of the building and land, the number of families, housekeeping units, or rental units the building is designed to accommodate, conditions existing on the lot; and such other matters as may be necessary to determine conformance with, and provided for the enforcement of this Ordinance. In some cases, architectural sketches may also be necessary.

The original plans shall be returned to the applicant by the Administrative Officials after he shall have marked such original either as approved or disapproved and attested to same by his signature on such original. Two (2) copies of the plans, similarly marked, shall be retained by the Administrative Official. A copy of any permits or written approval required by other agencies, bureaus, etc, in conjunction with work authorized by an approved Building and Zoning Permit must be placed on file at the Township Office for future reference.

In addition to the Building and Zoning Permit, the Zoning Officer shall issue a placard which shall be displayed on the premises during the entire construction period. This placard shall show the permit number, the date of issuance and be signed by the Zoning Officer.

The Building and Zoning Permit shall be prominently displayed at the entrance to the property within twenty-five (25) feet of the public right-of-way for a minimum of ten (10) days or until

construction is completed and a Certificate of Compliance has been approved.

Further, the Zoning Officer shall issue no Zoning Permits for the construction of dwelling units or other structures unless at the time of the application the applicant shall produce, where applicable, a valid sewage permit, road encroachment permit, proof of compliance with all requirements of the Uniform Construction Code, subdivision approval, and other approvals preliminary to issuance of the Building and Zoning Permit.

**SECTION 19.04 – CERTIFICATES OF ZONING COMPLIANCE FOR NEW, ALTERED, OR NONCONFORMING USE:** It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, if erected, changed, converted, or wholly or partly altered or enlarged in its use of structure until a Certificate of Zoning Compliance has been issued by the Administrative Official stating that the proposed use of the building or land conforms to this Ordinance.

No nonconforming structure or use shall be maintained, renewed, changed, or extended until a Certificate of Zoning Compliance shall have been issued by the Administrative Officer. The Certificate of Zoning Compliance shall state specifically wherein the nonconforming use differs from the provisions of this Ordinance. Upon enactment or amendment of this Ordinance, owners or occupants of nonconforming uses or structures shall apply for Certificate of Zoning Compliance.

No permit for erection, alteration, moving, or repair of any building shall be issued until an application has been made for a Certificate of Zoning Compliance and the certificate shall be issued in conformity with the provisions of this Ordinance upon completion of the work.

A temporary Certificate of Zoning Compliance may be issued by the Administrative Official for a period not to exceed six (6) months during alterations or partial occupancy of a building pending its completion. Such temporary certificates may include such conditions and safeguards as will protect the safety of the occupants and public.

The Administrative Official shall maintain a record of all Certificates of Zoning Compliance and a copy shall be furnished upon request of any person.

Failure to obtain a Certificate of Zoning Compliance shall be a violation of this Ordinance and punishable under Article 28 of this Ordinance.

**SECTION 19.05 – TEMPORARY USE PERMITS:** It is recognized that it may be in accordance with the purpose of this Ordinance to permit temporary activities for a limited period of time, which activities may be prohibited by other provisions of this Ordinance. If such uses are of such a nature and are so located that, at the time of petition of Special Exception, they will:

- A. In no way exert a detrimental effect upon the uses of land and activities normally permitted in the zone, or
- B. Contribute materially to the welfare of the Township, particularly in a state of emergency, under conditions peculiar to the time and place involved.

Then the Zoning Hearing Board may, subject to all regulations for the issuance of Special Exception elsewhere specified, direct the Zoning Officer to issue a permit for a period of time not to exceed six (6) months, as designated by the Zoning Hearing Board. In no case shall the temporary use be permitted to be extended beyond one (1) additional six (6) month period as designated by the Zoning Hearing Board.

**SECTION 19.06 – EXPIRATION OF BUILDING PERMIT:** If the work described in any building permit has not begun within ninety (90) days from the issuance thereof; said permit shall expire; it shall be canceled by the Administrative Official; and written notice thereof shall be given to the persons affected.

If the work described in any building permit has not been substantially completed within two (2) years of the date of issuance thereof, said permit shall expire and be canceled by the Administrative Official, and written notice that further work as described in the canceled permit shall not proceed unless and until a new building permit has been obtained.

**SECTION 19.07 – CONSTRUCTION AND USE TO BE PROVIDED IN APPLICATION, PLANS, PERMITS AND CERTIFICATES OF ZONING COMPLIANCE:** Building permits, or Certificates of Zoning Compliance issued on the basis of plans and applications approved by the Administrative Official authorize only the use, arrangement, and construction at variance with that authorized shall be deemed violation of this Ordinance, and punishable as provided by Article 28 hereof.