

**CHAPTER 18**  
**ENFORCEMENT AND ADMINISTRATION**

**SECTION**

- 11-1800.** Enforcing Officer.  
**11-1801.** Building Permit Required.  
**11-1802.** Issuance of Building Permit.  
**11-1803.** Certificate of Occupancy.  
**11-1804.** Planning Commission Fees.

**11-1800.** **Enforcing Officer.** The provisions of this Ordinance shall be administered and enforced by the city manager or city manager's designee, who shall have the power to make inspections of buildings or premises necessary to carry out the enforcement of this Ordinance. (Ord. # 984, 09/06/01).

**11-1801.** **Building Permit Required.** It shall be unlawful to commence the excavation or filling of any lot for the construction of any building, including accessory buildings, or to commence the moving or alteration of any buildings including accessory buildings, until the Building Inspector has issued a building permit for such work.

**11-1802.** **Issuance of Building Permit.**

- A. In applying to the Building Inspector for a building permit, the applicant shall submit a dimensional sketch or scale plan indicating the shape, size and location of the lot to be built upon, the shape, size, height and location of all buildings to be erected, altered or moved, and of any buildings already on the lot. The applicant shall also state the existing and intended use of all such buildings and supply such other information as may be required by the Building Inspector for determining whether the provisions of this Ordinance are being observed.
- B. If the proposed excavation, filling, or construction, as set forth in the application, are in conformity with the provisions of this ordinance and other ordinances of the City of Paris, then in force, the Building Inspector shall issue a building permit for such excavation or construction upon payment of the required fees. If a building permit is refused, the Building Inspector shall state such refusal in writing with the cause.
- C. Building permits must be used within six (6) months from date of issue. If no substantial progress on construction has been made six (6) months after the permit is issued, the permit is invalid and must be renewed.

**11-1803** **Certificate of Occupancy.** Upon the completion of the construction or alteration of a building or structure for which a building permit has been granted, application shall be made to the Building Inspector for a certificate of occupancy. Within three (3) days of such application, the Building Inspector shall make a final inspection of the property in question and shall issue a certificate of occupancy if the building or structure is found to conform to the provisions of this ordinance and the statements made in the application for the building permit. If such a certificate is refused, the Building Inspector shall state such refusal in writing with the cause. No land or building hereafter erected or altered in its use shall be used until such a certificate of occupancy has been granted.

11-1804

**Planning Commission Fees.** There shall be a fee for submittals presented for review pursuant to Title 11 of the Paris Municipal Code as follows:

Board of Zoning Appeals	\$100.00
Rezoning Request	\$100.00
Preliminary Subdivision Plats	\$100.00
Minor Subdivision Plats	\$25.00
Final Subdivision Plats	\$50.00
Site Plan Review – Minor	\$50.00
Site Plan Review – Major	\$100.00

(Ord. #1282, 06/29/22).