

ARTICLE IX

ADMINISTRATION AND ENFORCEMENT

- A. **ENFORCEMENT.** The provisions of this Ordinance shall be administered and enforced by the Building Inspector of the City of Gloucester City.
- B. **DUTIES OF BUILDING INSPECTOR.** It shall be the duty of the Building Inspector to ascertain whether the proposed building, alteration or condition complies with the provisions of this Ordinance, issue such permits only for the construction, alteration, additions or uses which are in accordance with the provisions and requirements of this Ordinance; to keep a record of all applications for permits and a record of all permits issued, with a notation of all special conditions involved; shall file and safely keep copies of all plans submitted; prepare a monthly report from the Mayor and Members of City Council summarized for the period since his last previous report all building permits and certificates issued by him and all complaints of violations and the action taken by him consequently thereon; and to inspect and examine any building or structure and to order in writing the remedying of any condition found to exist in violation of any provisions or requirements of this Ordinance.
- C. **RIGHT OF ENTRY.** The Building Inspector shall have the right to enter any building or premises during the daytime in the course of his duties.
- D. **PERMITS.** A permit shall be required prior to the erection, conversion or structural alteration of any building, structure or portion thereof, and prior to the use or change in use of any building or land. Applications for a permit shall be made in writing on the form supplied by the City of Gloucester and the same shall be filled out by the owner or his duly authorized agent. Said form shall then be filed with the Building Inspector together with a plot plan drawn to scale, showing the actual dimensions, radius and angles of the lot to be built upon, the exact size and the location of the building or line. Where the average front yard depth of the existing buildings do not comply with the district regulation then the existing building in the same block front with two hundred (200) feet on either side of the side lot lines of the premises of the applicant shall be shown. The application above mentioned shall be in such form as the Governing Body shall prescribe and shall contain the name and address of the owner of the land, the exact nature of the work to be done, the name of the contractor or builder, the cost of the work and such other pertinent information, as the said Governing Body shall by resolution from time to time designate. The said application shall then be approved and endorsed by the Building Inspector, the Secretary of the Board of Health or its duly designated representative, and the Heating Inspector prior to the issuance of a permit. A permit shall be granted or refused within thirty (30) days after the written application has been filed with the building Inspector.

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- E. **CERTIFICATE OF OCCUPANCY.** No building or structure hereinafter erected, constructed or structurally altered shall be permitted by the person, firm or corporation who erected, constructed or structurally altered the same to be used or changed in any use until a Certificate of Occupancy shall have been issued by the Building Inspector stating that the building or the proposed use thereof complies with the provisions of the Ordinance and any other ordinances or Statutes of the State of New Jersey. Prior to the issuance of such a Certificate the building must also be inspected and approved by the Plumbing Inspector.
- F. **ISSUANCE OR NON-ISSUANCE OF CERTIFICATE OF OCCUPANCY.** A Certificate of Occupancy, if required, shall be applied for coincident with the application for a building permit and shall be issued within ten (10) days after the erection or structural alteration of such building shall have been completed in conformity with the provisions of this Ordinance. In case the Building Inspector shall decline to issue a Certificate of Occupancy a copy of the application stating the reasons for the declination shall be returned to the applicant. A record of all Certificates shall be kept on file by the owner or builder, the City Assessor, the City Tax Collector and the City Clerk.
- G. **FEES.** The Building Inspector shall require the payment for all Certificates of Occupancy.
- H. **TEMPORARY USE PERMIT.** It is recognized that it may be in accordance with the purpose of this Ordinance to permit temporary activity for a limited period of time which uses may be prohibited by other provisions of the Ordinance. Such uses are of such a nature and are so located that at the time of petition they will:
1. In no way exert a detrimental effect upon the use of land and activities normally permitted in the zone.
 2. Contribute materially to the welfare of the City of Gloucester City particularly in a state of emergency, under conditions peculiar to the time and place involved.
 3. The Mayor and Members of City Council may by resolution after written application, issue a permit for a period not to exceed three (3) months. Such a period may be extended not more than once for an additional period of three (3) months.