1003.200 Administration, Enforcement, and Permits.

1. **Scope of Provisions.**

   This section contains the regulations pertaining to administration and enforcement of the provisions of this Chapter, issuance of permits and certifications, inspection of property, and issuance of stop work and stop use orders.

2. **This Ordinance shall be administered and enforced by the Director of Public Works and the Director of Planning, who shall have the following duties with respect to this Chapter:**

   (1) **The Director of Public Works:**

      (a) Shall appoint a Zoning Enforcement Officer, who by authority of the Director of Public Works, shall enforce the provision of this Chapter by means of the duties delineated herein. In addition, the Zoning Enforcement Officer shall by authority of the Director of Public Works, enforce all regulations and conditions governing development of Planned Environment Units, Conditional Use Permits, Commercial-Industrial Designed Developments, Landmark and Preservation Areas, Mixed Use Developments, the "C-8" Planned Commercial District, and the "M-3" Planned Industrial District in accordance with plans approved by the Planning Commission and the Department of Planning pursuant to this Chapter.

      (b) May designate one or more additional members of the Department, as well as members of other County departments who have a particular skill or competence, to act for the Director of Public Works or the Zoning Enforcement Officer, and the term "Director of Planning" or "Zoning Enforcement Officer" as used elsewhere in this Chapter shall be deemed to include such deputies.

      (c) May determine the actual location of a boundary line between zoning districts, where such line does not coincide with a property line or district boundary line. Such determination shall be subject to appeal before the Board of Zoning Adjustment in accordance with the St. Louis County Revised Ordinance, Section 1004.070.

      (d) Shall approve building permits. Such approval shall be by approval of the plot plan required by the St. Louis County Building Code, except as otherwise provided by this Chapter.

      (e) Shall approve occupancy or other appropriate permits.

      (f) May cause the cessation of any erection, construction, reconstruction, alteration, conversion, maintenance or use in violation of this Chapter by issuing a stop work or stop use order.

      (g) May refer any violation of the Zoning Ordinance to the County Counselor for prosecution or other appropriate action when deemed necessary.

      (h) May adopt such administrative policies as he deems necessary to the carrying out of his enforcement responsibilities, which policies shall have general applicability to cases of similar character.

      (i) Certify whether any lot or parcel of land in St. Louis County lies within or outside of the "FP" Flood Plain District, and shall collect a fee for the issuance of said certification as provided in this Chapter.

   (2) **The Director of Planning.**

      The Director of Planning, as administrative officer of the Planning Commission, shall perform duties as are indicated in this Chapter. The Director may designate one or more members of the Department who have particular skill or competence to act in the Director's place, and the term "Director of Planning" as used elsewhere in this Chapter shall be deemed to include such designees.
3. Permits, Orders, and Certifications.

(a) **Building permits.** No building permit shall be issued for the erection, reconstruction or alteration of any structure, or part thereof, nor shall any such work be started until approved by the Director of Public Works or his authorized representative. No building permit shall be issued for any building unless such building is in conformity with the provisions of this Chapter.

(b) **Occupancy permits.** No building or structure or part thereof shall hereafter be constructed or altered until issuance of a proper permit. No new use, extension or alteration of an existing use, or conversion from one use to another, shall be allowed in any building, structure or land or part thereof until issuance of a proper permit; except that no permit shall be required for the raising of agricultural crops, orchards or forestry. No occupancy permit shall be issued for any use or change in use unless such use or change in use is in conformity with the provisions of this Chapter.

(c) **Stop work orders.** The cessation of any erection, construction, reconstruction, alteration, conversion, maintenance or use in violation of this Chapter may be effected by posting a stop work or stop use notice on the premises or by notice in writing to the owner of the property involved or to his agents or to the person doing the work, in the case of a stop work order, stating the nature of the violation.

(d) **Flood plain certification fees.** Applications for flood plain certification shall be upon the form designated by the Director of Public Works, and shall include the locator number of the parcel of land for which certification is sought. The Director of Public Works shall collect a fee of twenty-five dollars ($25.00) for the issuance of certification of each lot or parcel of ground, provided that one dollar ($1.00) shall be collected for each additional lot in the same subdivision which is included in said certification. (O. No. 21939 – Adopted 7/14/04)

(e) **Zoning verification and zoning compliance certification fees.** Applications for zoning verifications and zoning compliance certification shall be upon the form designated by the Director of Public Works, and shall include the locator number of the parcel of land for which verification or certification is sought. The Director of Public Works shall collect a fee of twenty-five dollars ($25.00) for the zoning verification for each lot or parcel of ground. Fees for zoning compliance certification of the existing site shall be eight-five dollars ($85.00) for each lot or parcel of ground. Zoning compliance certification requests which involve site inspections that require more than two (2) hours, including travel time, shall be charged an additional forty-five dollars ($45.00) for each additional one-half (1/2) hour or fraction thereof. (O. No. 21939 – Adopted 7/14/04)

4. Entry and Inspection of Land and Buildings.

(a) The Planning Commission or its authorized representatives, authorized personnel of the Department of Planning, and the authorized personnel of the Department of Public Works are hereby empowered in the performances of their functions, to enter upon any land in the unincorporated area of St. Louis County for the purpose of making inspections, examinations, and surveys, or to place and maintain thereon monuments, markers, notices, signs, or placards required to effectuate the purpose and provisions of this Chapter. The above authorized persons shall be required to present proper credentials upon demand when entering upon any land or structure for the purpose of this Section.

(b) The Zoning Enforcement Officer is authorized to inspect or cause to be inspected any building or other structure or any land on which work is in progress and report to the Director or Public Works any suggested stoppage of work.

5. Police Assistance in Posting Stop Work and Stop Use Orders.

The Department of Police shall aid in enforcing the Zoning Ordinance by posting stop work or stop use notices, when requested by the Director of Public Works.