

12-4-3: DUTIES AND RESPONSIBILITIES OF BUILDING INSPECTOR:

Duties of the building inspector shall include, but not be limited to:

A. Permit Review:

1. Review all development permits to determine that the permit requirements of this title have been satisfied.
2. Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
3. Review all development permits to determine if the proposed development adversely effects the flood carrying capacity of the area of special flood hazard. For the purposes of this title, "adversely effects" means damage to adjacent properties because of rises in flood stages attributed to physical changes of the channel and adjacent overbank areas.
 - a. If it is determined that there is no adverse effect and the development is not a building, then the permit shall be granted without further consideration.
 - b. If it is determined that there is an adverse effect, then technical justification (i.e., a registered professional engineer's certification) for the proposed development shall be required.
 - c. If the proposed development is a building, the provisions of this title shall apply.

B. Use Of Other Base Flood Data: When base flood elevation data has not been provided in accordance with section [12-3-2](#) of this title, the building inspector shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer section [12-5-2](#) of this title.

C. Information To Be Obtained And Maintained:

1. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
2. For all new or substantially improved floodproofed structures:
 - a. Verify and record the actual elevation (in relation to mean sea level) to which the structure has been floodproofed.
 - b. Maintain the floodproofing certifications required in subsection [12-4-1C](#) of this chapter.
3. Maintain for public inspection all records pertaining to the provisions of this title. (Ord. 465, 6-12-1989)

D. Alteration Of Watercourses:

1. Notify adjacent communities, the state division of comprehensive emergency management, and the state division of water rights prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the federal emergency management agency. (Ord. 465, 6-12-1989; amd. 2004 Code)
2. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

E. Interpretation Of FIRM Boundaries: Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). (Ord. 465, 6-12-1989)