

ARTICLE 8 ADMINISTRATION

Section 8:1 Zoning Enforcement Official Duties

8:1.1 Zoning Enforcement Official

This Ordinance shall be administered and enforced by the Zoning Administrator of the City of Mauldin, with the assistance of such other persons as the city of Mauldin may direct.

8:1.2 Duties of the Zoning Administrator

The duties of the Zoning Administrator shall include receiving applications, issuing zoning certificates, inspecting premises, issuing certificates of occupancy for uses and structures that meet the requirements of this Ordinance, and other actions to assure conformance with this Ordinance.

If the Zoning Administrator shall find that any of the provisions of the Ordinance are being violated, he shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures, or of additions, alterations, or structural changes thereto; 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 8:2 Zoning Certificate and Application Procedure

8:2.1 Zoning Certificate/Building Permit

No land shall be used, occupied, or excavated and no building or other structure shall be erected, structurally altered, added to, or moved until a zoning certificate/building permit shall have been issued in conformity with the provisions of this Ordinance by the building inspector.

A record of all zoning certificates/building permits issued shall be kept on file in the office of the building inspector, and copies shall be furnished, on request, to persons having a proprietary or tenancy interest in the building or land involved.

8:2.2 Application Procedure

Application for a zoning certificate/building permit shall be made prior to construction, alteration, or moving of any structure, or change of land use. Each application for a zoning certificate/building permit shall be accompanied by two copies of a plan drawn to a scale of not less than 100 feet to one inch. The plan shall show the shape and dimensions of the lot on which the proposed building or use is to be erected or conducted; the location of the lot with respect to adjacent rights-of-way; the setback lines of buildings on adjoining lots; the location and material contained in the visual screen if

required; the shape, dimensions, and location of all buildings, existing and proposed, on the lot; the nature of the proposed use of the building or land; the location and dimensions of off-street parking and the means of egress and ingress to such space; and any other information the building inspector may deem necessary for consideration in enforcing the provisions of this Ordinance. At the request of the Zoning Administrator, a complete drainage plan of the entire site, meeting the requirements of the Mauldin City Drainage Ordinance shall be provided if the Zoning Administrator determines that it is necessary for the health, safety, and welfare of the area.

8:2.3 Issuance of Zoning Certificate

If the proposed plan conforms with the provisions of this Ordinance, the building inspector shall issue a zoning certificate and return one copy of the plan to the applicant. The building inspector shall mark the plan as approved and attest to the same by his signature. The second copy of the plan, similarly marked, and a copy of the zoning certificate shall be retained by the building inspector.

8:2.4 Expiration of Zoning Certificate

If the work described in any zoning certificate has not been substantially completed within one year of the date of issuance, or if a vacant parcel of land for which a zoning certificate has been issued is not used for the purpose for which the permit was issued within three months of the date of issuance, the permit shall expire and be canceled by the building inspector, and written notice shall be given to the persons affected, together with notice that further work as described in the canceled permit shall not proceed unless and until a new zoning certificate has been obtained.

Section 8:3 Certificate of Occupancy for New, Altered, or Nonconforming Uses

8:3.1 Certificate of Occupancy

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both; or part hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the building inspector stating that the proposed use of the building or land complies with the provisions of this Ordinance.

No nonconforming structure or use shall be maintained, renewed, changed, or extended until a Certificate of Occupancy shall have been issued by the building inspector. The certificate shall state specifically how the nonconforming use differs from the provisions of this Ordinance, provided that upon enactment or amendment of this Ordinance, owners or occupants of nonconforming uses or structures shall have six months to apply for certificates. Failure to make such application within six months shall be presumptive evidence that the property was a conforming use at the time of enactment or amendment of this Ordinance.

A record of all Certificates of Occupancy issued shall be kept on file in the office of the building inspector, and copies shall be furnished on request to persons having a proprietary or tenancy interest in the building or land involved.

8:3.2 Application Procedure

The Certificate of Occupancy shall be issued after verification that the erection, move, or structural alteration of any building or change in the use of any premises has been completed in conformity with the provisions of applicable city Ordinances.

8:3.3 Temporary Certificate of Occupancy

A temporary Certificate of Occupancy may be issued by the Building Inspector for a period not exceeding six months during alterations or partial occupancy of a building pending the completion; or for bazaars, carnivals, and such. A temporary permit may also be issued for a period not exceeding twelve months to allow a mobile structure to be placed in all commercial, office, and industrial districts as a temporary nonresidential use provided such unit is used only prior to and during the construction of a permanent structure for the same use; provided that such temporary permits may require such conditions and safeguards as will protect the safety of the occupants and the general public.

8:3.4 Failure to Obtain Certificate of Occupancy

Failure to obtain a certificate of occupancy shall be a violation of this Ordinance and punishable under Article 14 of this Ordinance.

8:3.5 Utility Connections

No utility company doing business in the city of Mauldin shall provide power or service to any structure until a Certificate of Occupancy has been issued by the Building Inspector.

Section 8:4 Construction and Use to be as Provided in Applications, Plans, Permits, and Certificates of Occupancy

Zoning certificates or Certificates of Occupancy issued on the basis of plans and applications approved by the building inspector authorize only the use, arrangement, and construction set forth in such approved plans and applications. Use, arrangement, or construction that differs from that authorized shall be deemed a violation of the Ordinance and punishable as provided by Article 14 of this Ordinance.

Section 8:5 Right of Appeal

If the request for a zoning certificate is disapproved or if a Certificate of Occupancy is denied, the applicant may appeal the action of the Building Inspector to the Board of Zoning Appeals.