

## **Building Official – Job Duties**

### ***Including, but not limited to:***

1. Issue, maintain files, and follow through on all building permits, sign permits, certificate of occupancies, certificate of compliance, certificate of completion and all applicable fees
2. Forward permits, site plans, subdivisions, etc. to Town Engineer, Planning & Zoning Commissioners and Town Council Members
3. Coordinate and schedule all inspections on any open permit
4. Confirm all fees are paid to the Town prior to issuance of permits
5. Issue monthly reports to Town Council regarding building permits issued
6. Semi-Annual report to the State Planning Coordination of all permits, zoning changes, and projects that occur in Town
7. Coordinate and meet with the Town tax assessor for all properties needing to be re-assessed due to improvements on the property annually
8. Recommend non-complying requests for building permits to the Board of Adjustment for variances
9. Assist Board of Adjustment including the preparation of legal notification of hearing to neighboring residents, newspaper publications, documents pertaining to issue
10. Floodplain Management Administration

## **Code Enforcement Official – Job Duties**

### ***Including, but not limited to:***

1. Responsible for performing the field responsibilities as well as various administrative duties
2. Weekly inspections throughout the Town. Enforce all policies, laws, and Chapters of the Code. Issue notification on any violation thereof
3. Customer Service for inquiries on code related questions
4. Prepare monthly reports on violations, correspondence, and status of violations
5. Quarterly code book updates
6. Monthly updates to online code
7. Receive complaints from residents and follow through with field inspection and correspondence if needed
8. Establish and maintain records/files concerning properties located within the Town limits
9. Monitoring of grass cutting contract and verifying the terms of contract have been completed weekly for all town streets and Prince George's Chapel Cemetery Perpetual Care
10. Review of all Business Licenses prior to issuance
11. Assure all contractors, merchants, and realtors have current business licenses prior to issuance of an approved permit
12. Change of Use Administration
13. Floodplain Management Administration