

CHAPTER 32: PERMITTING PROCESS

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32.01 Purpose

This Ordinance shall regulate the process of permits in the City of Arlington. Any type of structure as defined by City of Arlington Code and Minnesota State Building Code, shall not be erected without first obtaining some form of permit, unless documented by the Planning and Zoning Administrator or Building Code Official.

32.02 Application Submittal/Process

The permitting process applications, administration, and enforcement shall be in accordance with City Code. All applications must be submitted at the City Office. The permitting process varies depending on the scope of work and City Code. The scope of work and City Code will determine what application will need to be submitted for review.

32.03 Permits and Fees

The issuance of permits shall vary based on scope of work and if it follows City Code. All permits will be reviewed and processed by the proper authority layout in City Code. Fees are listed out on a Fee Schedule created by the City of Arlington.

32.04 No Permit if Delinquent City Fees

No permit shall be issued to any applicant if said applicant is delinquent in the payment of the required City fee, listed in the City Fee Schedule.

32.05 Violation Notice

If any person does not file for a permit or builds without a permit, that person will be found to be in violation of this Ordinance and City Code. If a person is in the middle of building and does not have a permit, they will be issued a stop work order by the City. The stop work order will be lifted once they file for a permit and go through the proper permitting process based on City Code. If the person builds without out a permit the City shall notify the property owner by written notice served to the property owner personally or by U.S. Mail to the property owner's last known address, stating that the property owner has 10 days to bring the scope of work in compliance with City Code. If the property owner fails to comply with this Ordinance and City Code within said 10 days' notice term, then that person will be cited by the City. If the person does not satisfy the Violation Process in the proper amount of time, then the scope of work shall be considered void and said scope of work must be immediately removed by the property owner.

32.06 Penalty

Any violation of this ordinance by the property owner or any other person or entity shall be considered a misdemeanor, punishable by the fines and other penalties established under State law for misdemeanors in effect on the date the violation occurs. Each day that a violation is allowed to exist shall be considered a separate misdemeanor violation, to be punishable by a separate fine and other penalties for each such day.