

## SECTION 9

### ADMINISTRATION AND ENFORCEMENT

#### Sec. 9-1 Inspections Administrator.

Directs the administration and enforcement of all County Codes and Ordinances relative to building and zoning and supervises all related inspectorial work. Works with the County Engineer, Metropolitan Planning Commission, County Commission and other officials in establishing and enforcing building codes and ordinances for the County. Acts as authorized representative of the County Commissioners in contacts with the public in receiving, processing, and issuance of building permits and zoning matters, insuring full compliance with all applicable ordinances and regulations. Supervises inspectorial and zoning personnel. Directs the collections of fees and zoning for new licenses. Confers with architects, contractors and other member of the public regarding ordinance and code interpretations. Supervises the maintenance and control of all departmental records and performs other administrative and inspectorial duties as required. The Inspections Administrator shall also serve in the capacity of Building Official as this title is referred to in the Southern Standard Building Code of other related Codes administered under his supervision.

#### Sec. 9-1.1 Zoning Administrator.

Works under the Inspections Administrator, and with permission acts as the authorized representative of the Inspections Administrator in contacts with the public regarding zoning matters, including inquiries as to the proper and appropriate land use, assistance in the filing of applications for zoning map and/or text amendments, serves as liaison with Metropolitan Planning Commission in processing application for action by the Metropolitan Planning Commission and the County Commission. Answers correspondence and questions with contractors, architects, and member of the general public regarding all zoning matters. Arranges for the advertising of hearing and posting of property, and other duties as directed.