

ID:



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2011-0088

Resolution

Introduced

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 703, Routing Building Permit to the City Assessor's Office, Section 2.0 Organizations Affected, Section 3.0 Policy, Section 5.1 Procedures, Responsibility and Sections 5.2.1 and 5.2.2 Procedures, General Policies under City Assessor.

Introduced: 4/19/2011

Controlling Body: Administration & Finance Committee

Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION adopt

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 19 2011			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
			Weigel				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

Kurt Kopplin _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION **ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 19 2011		✓	Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				✓
			Vitale	✓			
			Weigel	✓			
		TOTAL		9			1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2011-0088

Final Action:

Sponsor(s): Administration & Finance Committee

APR 19 2011

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 703, Routing Building Permit to the City Assessor's Office, Section 2.0 Organizations Affected, Section 3.0 Policy, Section 5.1 Procedures, Responsibility and Sections 5.2.1 and 5.2.2 Procedures, General Policies under City Assessor.

WHEREAS, Policy No. 703, Routing Building Permit to the City Assessor's Office, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 703, Routing Building Permit to the City Assessor's Office, Section 2.0 Organizations Affected, Section 3.0 Policy, Section 5.1 Procedures, Responsibility and Sections 5.2.1 and 5.2.2 Procedures, General Policies are approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include the amended Policy No. 703, Section 2.0, Section 3.0, Section 4.0, Section 5.1 and Sections 5.2.1 and 5.2.2 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Amend Policy No 703-P&P Manual

ADOPTED

APR 19 2011

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

4/25/11

Dan Devine, Mayor

Routing Building Permit to the City Assessor's Office

City Assessor

700

703

1

1/1/82

1/1/98

1.0 **PURPOSE:**

To describe the standard procedures associated with the routing of building permits to the City Assessor's Office.

2.0 **ORGANIZATIONS AFFECTED:**

This policy applies to the City Assessor's Office and the Building Inspection and Neighborhood Services.

3.0 **POLICY:**

It is the policy of the Building Inspection and Neighborhood Services to route all copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

4.0 **REFERENCES:**

None

5.0 **PROCEDURES:**

5.1 **RESPONSIBILITY**

The Building Inspection and Neighborhood Services shall be responsible for routing copies of building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2 **GENERAL POLICIES**

5.2.1 The Building Inspection and Neighborhood Services shall send copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2.2 In the case of new building construction, building alterations and addition, the Building Inspection and Neighborhood Services shall send a complete copy of the plans for the new building, as well as, the building permit, to the City Assessor's Office.

5.2.3 The City Assessor shall use the building permit information as the initial point of action to revise evaluations.

Routing Building Permit to the City Assessor's Office

City Assessor

700

703

1

1/1/82

1/1/98

1.0 PURPOSE:

To describe the standard procedures associated with the routing of building permits to the City Assessor's Office.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the City Assessor's Office and the Building and Zoning Department Inspection and Neighborhood Services.

3.0 POLICY:

It is the policy of the Building and Zoning Department Inspection and Neighborhood Services to route all copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Building and Zoning Department Inspection and Neighborhood Services shall be responsible for routing copies of building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2 GENERAL POLICIES

5.2.1 The Building and Zoning Department Inspection and Neighborhood Services shall send copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2.2 In the case of new building construction, building alterations and addition, the Building and Zoning Department Inspection and Neighborhood Services shall send a complete copy of the plans for the new building, as well as, the building permit, to the City Assessor's Office.

5.2.3 The City Assessor shall use the building permit information as the initial point of action to revise evaluations.