



POLICIES AND PROCEDURES

SUBJECT Miscellaneous General Responsibilities and Procedures	DEPARTMENT Building Inspections and Zoning Neighborhood Services		DEPARTMENT IDENTIFICATION 2000	
	SECTION 2011	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 4/4/08 X/18

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1.0 PURPOSE:

To describe the standard ~~policies that are~~procedures to be followed by the ~~Department of Building Inspections & and Zoning~~Neighborhood Services (BINS)Department in a number of miscellaneous areas of responsibilities.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and the general public.

3.0 POLICY:

It is the policy of ~~the Department of Building Inspections and Zoning~~BINS to be governed by a uniform policy in regard to the miscellaneous services described under Section 5.2 below.

4.0 REFERENCES:

Chapter 13, City of West Allis Revised Municipal Code

5.0 PROCEDURES:

5.1 RESPONSIBILITY

~~The Building Inspections Department~~BINS shall be responsible for administering the services and programs listed below.

5.2 GENERAL POLICIES

5.2.1 Inspection of Buildings and Properties

- 1.) Inspection services shall be performed at reasonable hours, 8:00 A.M. to 5:00 P.M. ~~unless other arrangements have been made~~, for building construction and property improvements authorized under permits from ~~the Department of Building Inspections & Zoning~~BINS.
- 2.) Emergency inspections and services ~~will~~shall be provided at any

time inspection staff is available.

5.2.2 Public Inspection of Records.

All official records of ~~the Department~~BINS ~~are~~shall be available for public review during the normal office hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except during holidays or official closing of City Hall.

5.2.3 Public Information Responsibilities.

- 1.) ~~The Building Inspection Department~~BINS shall communicate to respective interest groups, any Department code changes and amendments for the public's information on the effective date of amendment when possible or appropriate.
- 2.) ~~Public code inquiries will be received in person in the Department office, over the phone, or in writing. A Department response shall be provided for each public inquiry.~~BINS shall respond to any and all public inquiries regarding codes or inspections.
- 3.) ~~Property Co~~complaints willshall be received by and acted upon by ~~the Department of Building Inspections and Zoning~~BINS ~~of~~regarding deterioration or hazardous conditions affecting public safety, health and welfare or any ~~alleged potential~~ violations of codes administered by ~~the Department of Building Inspections~~BINS, ~~in and upon property and buildings in the City, except public ways.~~ Such complaints may be filed in person at the Department ~~or~~ in writing, or by other means provided.
- 4.) As a function of code enforcement, ~~the Department~~BINS shall ~~officially~~ notify owners of their responsibility for properties and/or buildings by written notice, ~~by citing the necessary remedy to correct such violations and~~ including a prescribed time and date by which violations ~~must~~shall be corrected. An Order shall also cite the applicable Municipal Code or State law being violated.
- 5.) A written notice of annual license and inspection fees prescribed in the City of West Allis Revised Municipal Code shall be mailed to ~~the owner's address~~ees on record with in the DepartmentBINS. The notice shall cite the purpose of the fee, the amount, and the due date. ~~The notice shall also inform the recipient that in the event the person residing at that address has changed, the notice should be returned to the Department with the name of the current addressee.~~
- 6.) All money received by ~~the Department~~BINS for permits, licenses and ~~material~~ fees shall be receipted by the department. Deposits are made on a regular basis to the ~~City Clerk~~/Treasurer's Office.