

VILLAGE OF HEWITT

Hewitt, Wisconsin 54441

Job Description

BUILDING INSPECTOR

PREREQUISITES:

1. At least 18 years old
2. Valid Wisconsin drivers license
3. Certified by the State of Wisconsin in the following categories: UDC Construction, HVAC, Plumbing
4. General knowledge of the Village Uniform Dwelling Code Ordinance
5. General knowledge of the Village Zoning Ordinance

EDUCATION:

High School education

RESPONSIBILITIES:

It shall be the duty of the Building Inspector to administer, supervise, and enforce the following:

1. Issue and record all permits, inspections made, work approved and other official actions.
2. Inspect all structures as often as is necessary to assure compliance with the Village Zoning Ordinances(s) and Uniform Dwelling Code Ordinance.
3. Investigate all complaints made relating to the location of structures and the use of structures.
4. Give notice of all violations to the owner, resident, agent or occupant of the premises.
5. Report uncorrected violations to the Village Board.
6. File all permit forms, lateral hookup forms, inspection reports, and any other associated documents with the village clerk so they are on file all the Village Hall.
7. Serve on the Zoning and Planning Committee.
8. Prepare a monthly report for the Village Board to review.
9. Complete and submit DILR and Census Bureau forms by appropriate deadlines.

POWERS:

The Building Inspector shall have all the powers necessary to enforce the provisions of this Job Description and related Zoning Ordinances.

The Building Inspector shall have the power to enter public or private premises at any reasonable time for any proper purpose to make those inspections as deemed necessary by him/her to ensure compliance of the Uniform Dwelling Ordinance and Zoning regulations

The Building Inspector shall have the authority to revoke any Permit upon reasonable cause or question as to proper compliance and to issue Cease and Desist Orders requiring the cessation of any activity which is in violation of zoning regulations until compliance is made.

TERM OF APPOINTMENT:

The Building Inspector shall be reviewed on an annual basis at the Village Board Organizational meeting.

PAYMENT:

The Building Inspector is and employed individual of the Village of Hewitt and will paid the following rate less social security withholdings:

- \$ 300.00 for single family homes up to 2000 square feet.
- \$ 400.00 for single family homes over 2000 square feet.
- \$ 400.00 for duplexes.
- \$ 100.00 Min. Plus \$10.00 per 100 Square feet for New Business/Church Buildings
- \$ 25.00 for additions up to 200 square feet.
- \$ 20.00 per 100 square feet over 200 square feet.

The above fees include a minimum of four inspections.

For issuing Non-UDC Permits, the Building Inspector will be paid \$25.00/per hour.

Approved: July 2000