

**APPROVED**

**RESOLUTION 2023-1**

**BUILDING PERMIT PROCEDURES**

A RESOLUTION OF THE CITY OF STANLEY, IDAHO, DESIGNATING THE CITY MAINTENANCE SUPERVISOR AS THE AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL FOR APPROVING CERTAIN BUILDING PERMITS, AND ESTABLISHING ADMINISTRATIVE PROCEDURES.

WHEREAS, Ordinance No. 192 provides that the City Council may, by resolution, designate an authorized representative to act upon building permit applications, therefore:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANLEY, Custer County, Idaho, that the following procedures will be followed until revoked by the City Council:

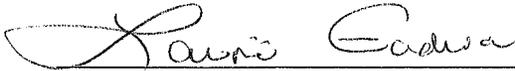
- Resolution No. 2023-1 will supersede all other designation of approval of building permits and procedures.
- The City of Stanley Maintenance Supervisor is designated as the authorized representative of the City Council for acting upon building permit applications, as indicated below.
- The President of the City Council or the Mayor shall act as the authorized representative of the City Council for acting upon these building permits in the absence of the Maintenance Supervisor.
- If the Council's authorized representative is not in the city office, the City Clerk will respond to in-person or telephonic inquiries about building permit procedures, including providing forms and instructions, and receiving building permit applications and information. In such circumstances, the applications and information will be forwarded to the Council's authorized representative expeditiously.
- The Council's authorized representative may approve all building permit applications that in the representative's judgement, clearly comply with all building and zoning requirements of the Stanley Municipal Code, unless the applications are for residential structures that will be inhabited. Applications for structures to be inhabited, applications that may be controversial, and applications that in the representative's judgement do not clearly comply will all City building and zoning requirements will be referred to the City Council for action.
- The authorized representative of the City Council will issue all building permit numbers, notify the City Clerk of which building permits will need to be added to the monthly agenda, if any, and forward each approval or denial to the City Clerk for processing. The City Clerk shall prepare and issue all correspondence related to building permit approvals, denials, or other City Council instructions, to building permit applicants. The Maintenance Supervisor may assist the City Clerk with this correspondence.
- Building permit fees shall be remitted to the City Clerk/Treasurer and this person also shall record building permit actions by the City Council in the City Council meeting

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minutes, and inform the Mayor, City Council President, and the Maintenance Supervisor of all such actions.

- The Maintenance Supervisor shall perform follow-up inspections to ensure compliance with the terms of each approved building permit.

Authorized by the City Council on the 9th day of March 2023 and signed in open session in authentication of its adoption.



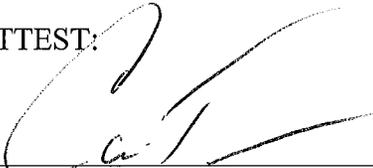
City Council President

The Mayor Concurring:

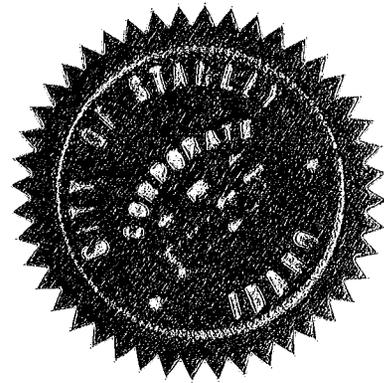


The Honorable Mayor, Steve Botti

ATTEST:



City Clerk



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