



# Community Development Policy and Procedure Statement

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**FROM: Chad Root, CBO**

**SUBJECT: Work Commencing Before Permit**

**DATE: November 8, 2017**

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**Purpose:** The intent of this code is to follow the City of Louisville adopted Building Code Policy of Section 109.4 of the IBC and section 106.6.1 of the IFGC and to determine a fee of 100% of the usual permit fee in addition to the required permit fees. An additional fee for second and third offenders maybe addressed with requirement of a meeting with the Building Official and loss of City License to ensure future compliance.  
Chad Root

**Policy:** Contractors/ Owners who start any work before a permit is issued will be subject to 100% or double the building permit fee for the first offence. Four times the permit fee for the second infraction and eight times the fee for the third infraction and a meeting to discuss license revocation.

#### Enforcement Fees and Penalties

Stop Work Order or Correction Notice Fee - Assessment for non-permitted work:

1st Infraction Double Building Permit Valuation Fee

2<sup>nd</sup> Infraction

Enforcement Penalties and Fees

Contractor License subject to suspension or revocation.

No Certificate of Occupancy or Conditional CO shall be issued until all fees have been paid in full.

Violations of this policy are subject to fines, penalties, or assessments as assigned by the Municipal Court Judge.

For violations of the adopted building codes other than a stop work order or correction notice, the Chief Building Official may issue a Municipal Court citation. Fees, fines, and penalties by citation for violations of the Building Code shall be established by the Municipal Court Judge according to the scope and duration of the offense. Penalties may include: revocation of Contractor License(s); prohibition of any work on the property for

a period of time; recovery of costs to the public for any required remediation of the site; additional Building Permit Review.

Fees; fees to recover administrative costs required by City staff to address the violation; and, other fees, fines, and penalties or assessments as assigned by the Municipal Court Judge.