

City of Chanhassen, MN

Building Official

City | Chanhassen, MN

OBJECTIVE AND SCOPE

Administer regulations pertaining to building construction, including enforcement of building codes and ordinances, and inspection of building and land uses to determine compliance with City codes.

SPECIFIC RESPONSIBILITIES

1. Administer building permit procedures.
 - a. Provides information concerning building permit procedures and standards on a daily basis to residents, businesses, developers, architects, and others involved in building construction activities.
 - b. Establishes and maintains records of all building-related permits.
 - c. Determines charges and collects fees prior to issuance of permits.
2. Supervises plan review and inspections of all construction activities.
3. Interprets building and zoning codes to determine applicability to specific building and development proposals.
4. Works with builders, architects, engineers, fire department, other city departments, etc., to assist with pre construction planning and to determine plan modifications necessary to comply with codes.
5. Enforces codes.
 - a. Receives and investigates complaints concerning alleged code violations.
 - b. Determines whether or not code violations exist, and meets with violators to inform them of specific violations and necessary corrective measures.
 - c. Prepares and issues violation notices, and issues "Citation of Offense" to violators who fail to comply with violation notices.

- d. Assists City Attorney in prosecution of code violations.
 - e. Assists Planning Department in ordinance revisions.
5. Prepares monthly and annual reports on construction activity to Regional, State, and Federal agencies, and to the City Council.
 6. Prepares, up dates, and is responsible for city addressing system.
 7. Performs on site inspections for building construction work and land uses to ensure code compliance.

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