

**MILLVILLE CITY CODE**  
**TITLE 15 - BUILDINGS AND CONSTRUCTION**  
**CHAPTER 15.08 - BUILDING PERMITS**

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**15.08.010: PERMIT REQUIRED; EXCEPTIONS**

It is a class C misdemeanor for any homeowner and a class B misdemeanor for any person who receives payment to construct or alter any building or structure without first securing the permit required by this chapter. This section shall not apply where either: a) the retail cost of materials used is less than one thousand dollars (\$1,000.00), except for structural changes, or b) for strictly cosmetic remodeling. (Prior code § 9-521)

**15.08.020: APPLICATION FOR PERMIT**

A building permit clearance form shall be obtained from the planning commission secretary. The applicant will then contact the city development coordinator to review the project. If the city development coordinator is unavailable, the applicant may contact the planning commission to review the project. The development coordinator will fill out the clearance from verifying the requirements are met per the applicable regulations governing the type of construction being considered. The plans will be stamped as received and reviewed by the coordinator. The person who will perform or be in charge of the construction or alteration must verify the plan. The development coordinator will verify the appropriate number of copies have been prepared and inform the planning commission the applicant is ready to meet with the commission. (Ord. 2002-2 § 2, 2002)

**15.08.030: APPROVAL OF PLAN**

The application for building clearance shall be presented to the planning commission to be evaluated for compliance with the city master plan and ordinances of this municipality. The planning commission shall approve or disapprove the plan. If the plans are disapproved, the reasons why will be made known to the applicant. The development coordinator will assist in correcting the deficiency for future approval. The chairman of the commission shall stamp the plans to show clearance approval and sign the clearance form. One set of plans shall remain with the commission. The applicant will be required to pay the applicable fees to the city treasurer, who will also sign the clearance form. The applicant will then be sent to the county building inspector as retained by the city for review of the plans, collection of the permit fee and issuance of the permit. The building inspector may revoke at any time a permit, which has been issued for any building, constructed or being constructed or which would be or result, if constructed, in a violation of any ordinance of this municipality. (Ord. 2002-2 § 2, 2002)

**15.08.040: VARIATIONS OF PLAN PROHIBITED**

No plan or material variations from the approved plan shall be allowed unless such variations shall first have been approved in writing by the building inspector. (Ord. 2002-2 § 2, 2002)

**15.08.050: FEE SCHEDULE**

The building inspector shall collect a fee for the application of the actual building permit based on the estimated value of construction. (Ord. 2002-2 § 2, 2002)