

Building Commissioner Responsibilities

Building Safety (commercial & residential new construction, additions & remodel)

- Consult & advise residence of procedures regarding permits, zoning and planning
- Conduct pre construction plan review
- Issue and maintain records of all new construction & improvement permits
- Conduct all construction & remodel inspections to insure compliance with Code
 - Structural
 - Electrical
 - Plumbing
 - Commercial
 - Zoning
 - Fire Safety

Code Enforcement

- Investigate and respond to complaints relative to the Code
- Drive community to monitor for violations to the Code
- Issue written or oral warning to all violators of the Code
- Prepare written reports on all violations
- Maintain record of warnings and reports

Flood Plain Management

- Consult & advise property owners regarding flood plain management & insurance requirements
- Review and monitor all property improvements within Flood Plain
- Issue written or oral warning to all violators of the Flood Plain regulations

Staff Support for Town Council, BZA & Plan Commission

- Consult & advise residence relative to procedures and the Code
- Investigate & prepare staff reports
- Prepare & present variance requests at public hearing
- Assist Town Council in vacating public right-of-ways, annexations and other Indiana code procedures
- Consult and advise relative to plats, re-plats & subdivision requirements

Economic Development

- Promote Edinburgh to potential businesses
- Consult & assist local business owners with expansion needs

Tax Abatement Administration

- Manage tax abatement requests
 - Consult with business owners
 - Prepare reports and recommendations to Town Council
 - Conduct abatement annual reviews

Administer DOT & Non-DOT Substance Abuse Testing Program

- Maintain participant list
- Administer quarterly testing
- Create & maintain records

Special Projects as Assigned

- Elevator Grant Project
- Blue River Building Grant Project
- Stormwater Grant Project