

Section 10.22. **Administration and Enforcement**

Subd. 1. **Administrating Officer.** This ordinance shall be administered and enforced by the Zoning Administrator who shall be appointed by the City Council.

Subd. 2. **Duties of the Zoning Administrator.** The Zoning Administrator shall enforce this Ordinance through the proper legal channels and in addition therefore and in furtherance of said authority he shall:

A. Determine that all building permits comply with the terms of this Ordinance.

B. Issue Certificates of Occupancy for any use, structure, or building, after determination as provided for herein and maintain current records on the issuance of Certificates of Occupancy.

C. Maintain permanent and current records of this Ordinance, including but not limited to, all maps, amendments, conditional uses, variances, appeals and applications therefor.

D. Receive, file and forward all applications for appeal, variances, conditional uses and other matters to the designated official bodies.

E. Institute in the name of the City of Alexandria any appropriate actions or proceedings against the violator as provided by law.

Subd. 3. **Duties of Building Inspector.** The Building Inspector shall be responsible for the issuance of Certificates of Occupancy for any use, structure or building.

Subd. 4. **Administrative Standards.** Whenever, in the course of the administration and enforcement of this Ordinance, it is necessary or desirable to make any administrative decisions, then, unless other standards are provided within this Ordinance, the decisions shall be made so that the result will be consistent with intent and purpose of this Ordinance.