



# *Village of Commercial Point*

P.O. Box 56  
Commercial Point, Ohio 43116  
(614) 877-9248

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## **Zoning Inspector Position**

A Zoning Inspector designated by the Mayor shall administer and enforce these regulations. He or she may be provided assistance of such other persons as the Mayor may direct.

### **Duties:**

Issue Zoning Permits when the provisions of the zoning ordinance have been met, or refuse to issue the same in the event of noncompliance. Complete on-site inspections of all approved permits. Forward copies of certain designated approved permits to the Pickaway County Auditor's Office and the Pickaway County Building Department.

Cause to be collected the designated fees established by the Village Council and collection procedure for all zoning permits.

Cause to make and keep all records necessary and appropriate to the Zoning Office including records of issuance and denial of zoning permits. This includes receipt of complaints of violations of zoning ordinance and action taken on same.

Inspect and enforce all violations of the zoning ordinance by verbal warning or in writing ordering the discontinuance of any and all illegal uses or actions.

Able to work in various types of weather

Attend meetings as directed by the Mayor or Council.

Applications and resumes are accepted Monday – Friday 8:00 a.m. - 4:00 p.m. at the Village of Commercial Point Municipal Building 10 West Scioto Street, Commercial Point, OH 43116