

Section 500 Duties of Zoning Officer

- A. It shall be the duty of the Zoning Officer, who shall be appointed by the Township Supervisors, to enforce the provisions of This Ordinance and all rules, conditions, and requirements adopted or specific pursuant thereto.
- B. The Zoning Officer, or his duly authorized assistant(s), shall have the right to enter any building or enter upon any land at a reasonable hour, as necessary in the execution of their duties, provided that:
 - 1. The Zoning Officer shall notify the owner and tenant before conducting any inspection.
 - 2. The Zoning Officer or his duly authorized assistant(s) shall display identification signed by Supervisors upon commencing an inspection.
 - 3. Inspections shall be commenced in the presence of the owner or his representative or tenant. Following three (3) unsuccessful attempts to schedule an inspection in the presence of said owner, representative or tenant; inspection may commence without benefit of said presence.
- C. The Zoning Officer shall maintain files, open to the public, of all applications for certificates of occupancy and building permit along with plans, submitted herewith as well as final certificates and permit.
- D. The Zoning Officer shall also maintain records, open to the public, of every complaint of a violation of the provisions of This Ordinance as well as action taken as a result of complaints.
- E. The Zoning Officer shall submit to the Township Supervisors for insertion in the Supervisors' minutes, a written report summarizing for the month all building permits and certificates of occupancy issued by him as well as complaints of violations and action taken as a result of such complaints.