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LISA TALLMAN, COUNTY RECORDER  
MILLS IOWA

Recorder's Cover Sheet

**Title of Document:**

**Preparer Information:**

(name, address, phone number)

**Carol Robertson, Mills County Auditor**

**418 Sharp Street**

**Glenwood, IA 51534**

**Taxpayer information:**

(name, address)

**Return Address: Mills County Auditor**

(name, address)

**Grantor(s):**

**Grantee(s):**

**Legal Description:**

(or page number location)

RESOLUTION 19-21

**WHEREAS** Mills County Ordinance 24.1.31 requires certain parties to apply for and obtain permits prior to constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of a building or structure which is regulated by the adopted building Codes.

**WHEREAS** the Mills County Building and Zoning Department is charged with overseeing and enforcing said permits and the issuing process thereof.

**WHEREAS** the Mills County Building and Zoning Department has deemed it necessary to implement a policy to ensure compliance with said permitting process.

**WHEREAS** this policy will include the issuance and recording, in the office of the Mills County Recorder, of certificates of completion or occupancy or certificates of noncompliance for projects governed by Mills County Ordinance 24.1.31.

**THEREFORE BE IT RESOLVED** by the Mills County Board of Supervisors that the Mills County Building and Zoning Department shall draft, implement, and maintain a policy ensuring compliance with the permitting process defined in Mills County Ordinance 24.1.31.

**BE IT FURTHER RESOLVED** by the Mills County Board of Supervisors that, beginning July 1, 2019, the Mills County Building and Zoning Department shall issue and shall record, in the office of the Mills County Recorder, certificates of completion or occupancy or certificates of noncompliance for any and all current and future projects governed by Mills County Ordinance 24.1.31.

Approved this 25th day of June, 2019.

Carol Vinton  
Carol Vinton, Chairman

aye     nay

Lonnie Mayberry  
Lonnie Mayberry, Vice Chairman

aye     nay

Richard Crouch  
Richard Crouch

aye     nay

Attest: Carol Robertson  
Carol Robertson, Auditor

