



City of Lake Charles

326 Pujo Street
P.O. Box 1178
Lake Charles, LA
70602-1178

Certified Copy

Ordinance: 17571

File Number: 158-16

Enactment Number: 17571

An ordinance amending the Code of Ordinances for the City of Lake Charles, Louisiana, to increase the building contractor surety bond amount, to align state and local licensing requirements for contractors, and align state and local requirements relative to design professional plan submittals.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE CHARLES, LOUISIANA, in regular session convened, that:

SECTION 1: Sec. 6-36 of Chapter 6, Article II, Louisiana State Uniform Construction Code of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

"Sec. 6-36. Additional requirements and amendments.
(See attached)

SECTION 2: Sec. 6-67 of Chapter 6, Article III, Electrical Code of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows

"Sec. 6-67. Certification of plans - Approval by registered professional; exceptions.

Plans and/or specifications shall be stamped or sealed by a professional electrical engineer and/or architect registered and licensed to practice in the State of Louisiana for all electrical installations with the following exceptions:

- (1) Single-family residences.
- (2) Electrical installations not exceeding a total cost of \$10,000 unless otherwise required by an electrical inspector.
- (3) Townhouses as defined by the International Building Code with electrical installations not exceeding a total cost of \$10,000."

SECTION 3: Sec. 6-125 of Chapter 6, Article III, Electrical Code, Division 5. Qualifications, Registration and Licensing of Electrical Contractors, of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

"6-125. Bond.

Every person must, before engaging in electrical contracting within the city, deposit with the city an electrical contractor's bond in the principal sum of \$7500.00 and executed by two or more solvent sureties or a solvent surety company. Such bond shall be conditioned that the principal therein shall faithfully comply with the terms of this article and shall indemnify and hold harmless the city and all persons interested against all costs, expenses, damage and injury sustained by the negligence of such principal, his agents, servants and employees, or his failure to comply with the terms of this article in doing work made the subject matter hereof and otherwise to be in the form and executed as required by the city. This bond shall be renewed annually on the first day of January as a prerequisite to the issuance of an electrical contractor's license for that year."

SECTION 4: Sec. 6-152 of Chapter 6, Article III, Electrical Code, Division 7. Qualifications, Registration and Licensing of Electrical Sign Contractors, of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

"Sec. 6-152. Bond.

Every person must, before engaging in electrical sign contracting within the city deposit with the city an electrical sign contractor's bond in the principal sum of \$7500.00 and executed by a solvent surety company. Such bond shall be conditioned that the principal

therein shall faithfully comply with the terms of this article and shall indemnify and hold harmless the city and all persons interested against all costs, expenses, damages and injuries sustained by negligence of such principal, his agents, servants and employees, or his failure to comply with the terms of this article in doing work made the subject matter hereof and otherwise to be in the form and executed as required by the city. This bond shall be renewed annually by the first day of January as a prerequisite to the issuance of an electrical sign contractor's license for that year."

SECTION 5: Sec. 6-202 of Chapter 6, Article IV, Plumbing Code, Division 3. Plumbing License, Qualification, and Registration, of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

"Sec. 202. Plumbing license required; procedure.

- (a) It shall be the duty of every person, contractor, firm, corporation, organization or combination thereof who shall make contracts, submit bids, supervise, oversee, or in any manner assume charge for the installation or repair of plumbing for which a plumbing permit is required to pay a license tax as provided in the general license ordinance, and to register their name in a book provided for that purpose with the plumbing official, giving full name, residence and place of business, and in case of removal from one place to another to have made corresponding changes in said register accordingly.
- (b) It shall be unlawful for any person to carry on or engage in the business of plumbing or to labor at the trade of plumbing in the city unless such person has a master or journeyman plumber's certificate of competency issued by the Louisiana State Plumbing Board.
- (c) It shall be unlawful for any person not in legal possession of a valid master plumber's certificate of competency issued by the Louisiana State Plumbing Board to engage in, carry on or represent himself as engaged in or carrying on the business of a master plumber in the City of Lake Charles or to use the words "master plumber" or "plumbing" when advertising to perform plumbing work within the city or to display or expose a sign having similar import for the purpose of implying the advertiser to be so engaged.
- (d) Every applicant applying for a master plumbing contractor's license with the city shall furnish proof that he is the lawful possessor of a valid master plumber's certificate of competency issued by the State Plumbing Board of Louisiana. If the applicant is a partnership, firm or corporation, some bona fide member or authorized agent thereof shall be the possessor of a valid master plumber's certificate of competency, who shall at all times be in actual charge of the journeyman plumbers in the installation of plumbing installation. When any person is designated and authorized to be and act as agent for the applicant as above provided, such authorization shall be in writing, signed by the applicant and person designated to act as his agent, one copy of which shall be filed with the city department having jurisdiction.
- (e) It shall be the further duty of every person who applies for a plumbing permit to perform plumbing work in the city to:
 - (1) Deposit with the city a plumbing contractors bond on city form in the principal sum of \$7500.00 executed by a solvent surety company and conditioned that the principal therein shall faithfully comply with the terms of this article, conform to the building regulations, and all other ordinances or laws of the applicable governing body, and shall indemnify and hold harmless the city, and all persons interested against all costs, expenses, damage and injury sustained by the negligence of such principals his agent, servants, and employees, or his failure to comply with the terms of this article in doing work made the subject matter thereof, and otherwise to be in the form and executed as required by the city. This bond shall be renewed annually on the first day of January as a prerequisite to issuance of any plumbing permits;
 - (2) Furnish a certificate of public liability insurance issued by an insurance company authorized to do business in Louisiana, in the minimum amount of \$100,000.00;
 - (3) Carry the statutory amount of workers compensation insurance required by the State of Louisiana;
 - (4) Obtain master plumbing license from the city.

(f) Exceptions:

- (1) Any plumbing permit required by this article may be issued to any person to perform plumbing work regulated by the code for a single-family dwelling used exclusively for living purposes, including the usual accessory buildings and quarters in connection with such buildings, in the event that any such person is the bona fide owner of any such dwelling and accessory buildings or quarters, and the same are to be occupied by him; provided further, the owner has sufficient knowledge and skill to insure that the work is done in a safe manner and according to the rules and regulations of this article.
- (2) Any holder of a State of Louisiana Plumbing Contractors license, upon furnishing the plumbing inspector a copy of their current state license and registering with city, shall be issued a plumbing license without examination, provided they pay the annual license and renewal fees for registering this license with the city, and submit a copy of their public liability policy and the city's contractors bond form."

SECTION 6: Sec. 6-393 of Chapter 6, Article VII, Standard Mechanical Code, Division 2. Mechanical Examining Board, of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

"6-393. Mechanical license required; procedure.

It shall be the duty of every person, contractor, firm, corporation, organization or combination thereof who shall make contracts, submit bids, supervise, oversee, or in any manner assume charge for the installation or repair of mechanical systems for which a mechanical permit is required to pay a license tax as provided in the general license ordinance, and to register their name in a book provided for that purpose with the mechanical official, giving full name, residence and place of business, and in case of removal from one place to another to have made corresponding change in said register accordingly.

It shall be the further duty of every such person who applies for a mechanical permit to perform mechanical work in the city to:

- (1) Deposit with the city a mechanical contractors bond on city form in the principal sum of \$7500.00 executed by a solvent surety company and conditioned that the principal therein shall faithfully comply with the terms of this article, conform to the building regulations, and all other ordinances or laws of the applicable governing body, and shall indemnify and hold harmless the city, and all persons interested against all costs, expenses, damage and injury sustained by the negligence of such principal, his agent, servants, and employees, or his failure to comply with the terms of this article in doing work made the subject matter hereof, and otherwise to be in the form and executed as required by the city. This bond shall be renewed annually on the first day of January as a prerequisite to issuance of any mechanical permits;
- (2) Furnish a certificate of public liability insurance issued by an insurance company authorized to do business in the State of Louisiana, in the minimum amount of \$100,000.00;
- (3) Carry the statutory amount of workers compensation insurance required by the State of Louisiana;
- (4) Obtain a mechanical license from the city.

Exception:

- (1) Any mechanical permit required by this article may be issued to any person to perform mechanical work regulated by the code for a single-family dwelling used exclusively for living purposes, including the usual accessory buildings and quarters in connection with such buildings, in the event that any such person is the bona fide owner of any such dwelling and accessory buildings or quarters, and the same are to be occupied by him; provided further, the owner has sufficient knowledge and skill to insure that the work is done in a safe manner and according to the rules and regulations of this article.
- (2) Any holder of a State of Louisiana mechanical contractors license, upon furnishing the mechanical inspector a copy of their current state license and registering with the city, shall be issued a mechanical license without examination, provided they pay the annual license and renewal fees for registering this license with the city, and submit a copy of their public liability insurance policy and the city's contractors bond form.
- (3) Any holder of a State of Louisiana specialty mechanical license for duct work can

register his state specialty license with the city, along with the proper bond, proof of insurance and proper fees, to allow the contractor to install duct work within the city after permits have been issued to said contractor.”

SECTION 7: Sec. 6-431 of Chapter 6, Article VIII, Gas Code, Division 3. Gas License, Qualifications and Registration, of the Code of Ordinances for the City of Lake Charles, Louisiana, is hereby amended and reenacted to read as follows:

“6-431. Gas fitters license required, procedure.

- (a) It shall be the duty of every person, contractor, firm, corporation, organization or combination thereof who shall make contracts, submit bids, supervise, oversee, or in any manner assume charge for the installation or repair of gas systems for which a gas permit is required, to pay a license tax as provided in the general license code, and to register their name in a book provided for that purpose with the gas official, giving full name, residence and place of business, and in case of removal from one place to another to have made corresponding changes in said register accordingly.
- (b) It shall be the further duty of every such person who applies for a gas permit to perform gas work in the city to:
 - (1) Deposit with the city a gas contractors bond on city form in the principal sum of \$7500.00 executed by a solvent surety company and conditioned that the principal therein shall faithfully comply with the terms of this article, conform to the building regulations, and all other ordinances or laws of the applicable governing body, and shall indemnify and hold harmless the city, and all persons interested against all costs, expenses, damage and injury sustained by the negligence of such principal, his agents, servants, and employees, or his failure to comply with the terms of this article in doing work made the subject matter hereof, and otherwise to be in the form and executed as required by the city. This bond shall be renewed annually on the first day of January as a prerequisite to issuance of any gas permits;
 - (2) Furnish a certificate of public liability insurance issued by an insurance company authorized to do business in Louisiana, in the minimum amount of \$100,000.00;
 - (3) Carry the statutory amount of workers compensation insurance required by the State of Louisiana;
 - (4) Obtain a gas license from the city.
- (c) Exceptions:
 - (1) Any gas permit required by this article may be issued to any person to perform gas work regulated by the code for a single-family dwelling used exclusively for living purposes, including the usual accessory buildings and quarters in connection with such buildings, in the event that any such person is the bona fide owner of any such dwelling and accessory buildings or quarters, and the same are to be occupied by him; provided further that the owner has sufficient knowledge and skill to insure that the work is done in a safe manner and according to the rules and regulations of this article.
 - (2) Any holder of a State of Louisiana Gas Contractors License or a State of Louisiana Mechanical Contractors License, upon furnishing the plumbing inspector a copy of their current state license and registering with the city, shall be issued a gas license without examination, provided they pay the annual license and renewal fees for registering this license with the city, and submit a copy of their public liability insurance policy and the city's contractors bond form.”

SECTION 8: All other paragraphs, subsections, subparagraphs, clauses, phrases and words of this section, not specifically amended by this ordinance, are to remain the same.

I, Lynn F. Thibodeaux, Clerk of the Council, certify that this is a true copy of Ordinance number 17571 passed by the City Council on 5/18/2016.

Sec. 6-36. - Additional requirements and amendments.

(a) Contractor's responsibilities.

(1) It shall be the duty of every person, contractor, builder, firm, corporation, organization or combination thereof who shall make contracts, submit bids, or offer to construct, supervise, oversee for the erection, construction, or direct or in any manner assume charge of repair of buildings, or for alteration, repair, improvements, movement, demolition, putting up, tearing down, or furnishing labor, material or equipment for which a building permit is required, to comply with state and local rules and regulations concerning licensing which the applicable governing authority may have adopted. It shall be the further duty of every such person who obtains building permits to perform construction work in the City of Lake Charles to:

- a. Deposit with the city a contractors bond in the principal sum of \$7500.00 executed by a solvent surety company and conditioned that the principal therein shall faithfully comply with the terms of this article, conform to the building regulations, and all other ordinances or laws of the applicable governing body, and shall indemnify and hold harmless the city, and all persons interested against all costs, expenses, damage and injury sustained by the negligence of such principle, his agents, servants and employees, or his failure to comply with the terms of this article in doing work made the subject matter hereof, and otherwise to be the form and executed as required by the city. This bond should be on a form prepared by the city and shall be renewed annually on the first day of January of each year as a prerequisite to issuance of any building permits.
- b. Furnish a certificate of general liability insurance issued by an insurance company approved to do business in Louisiana, in the minimum amount of \$100,000.00, the city shall be named as the certificate holder.

(2) Home Improvement Contractors

- a. As provided for under R.S. 37:2175.1(A), every agreement to perform home improvement services in an amount in excess of \$1500.00 shall be in writing. All home improvement contractors must be registered with the Louisiana State Licensing Board of Contractors in order to perform home improvement services in excess of \$7500.00, but not to exceed \$75,000.00.
- b. As provided for under R.S. 37:2175.2(C), in order to register with the Louisiana State Licensing Board of Contractors, the applicant shall furnish to the board, proof of general liability insurance in a minimum amount of \$100,000.00, proof of workers' compensation insurance, and proof of registration with the department of revenue by providing a certificate of resident/nonresident status.
- c. The supervision and enforcement of these provisions of state law are under the exclusive jurisdiction of the Louisiana State Licensing Board of Contractors.

(3) Residential Contractor

- a. As provided for under LAC 46:1501(A), Anyone bidding or performing the work of a general contractor on a residential project in the amount of \$75,000 or more must be licensed under the classification residential construction. This requirement shall not include individuals who build no more than one residence for their own personal use as their principal residence per year.
- b. As provided for under LAC 46:1503(C), in order to register with the Louisiana State Licensing Board of Contractors, the applicant shall furnish to the board, a completed application, proof of general liability insurance in a minimum amount of \$100,000.00, proof of workers' compensation insurance, and proof of registration with the department of revenue by providing a certificate of resident/nonresident status.
- c. The supervision and enforcement of these provisions of state law are under the exclusive jurisdiction of the Louisiana State Licensing Board of Contractors.

(4) Commercial Contractor

- a. As provided for under LAC 46:119(A), Any person, company or entity who undertakes, attempts to, or submits a price or bid or offer to perform work in construction management or program management whose scope of authority and responsibility includes supervision, oversight, direction, or in any manner assuming charge of the construction services provided to an owner by a contractor or contractors in excess of \$50,000 must possess a license from the Louisiana State Board of Contractors.
- b. As provided for under LAC 46:1503(C), in order to register with the Louisiana State Licensing Board of Contractors, the applicant shall furnish to the board, a completed application, proof of general liability insurance in a minimum amount of \$100,000.00, proof of workers' compensation insurance, and proof of registration with the department of revenue by providing a certificate of resident/nonresident status.
- c. The supervision and enforcement of these provisions of state law are under the exclusive jurisdiction of the Louisiana State Licensing Board of Contractors.

(5) Exceptions:

- a. A building permit required by this article may be issued to any person to do construction work or work regulated by this article for a single-family dwelling used exclusively for living purposes, including the usual accessory buildings and quarters in connection with such buildings, in the event that any such person is the bona fide owner of any such dwelling and accessory buildings and quarters, and the same are to be occupied by him; provided further, the owner places on file with the permit application an Affidavit of Exemption from Licensure and has sufficient knowledge and skill to insure that the work is done in a safe manner and according to the rules and regulations of this article.
- b. The owner of any non-residential building or structure may be issued a building permit to do minor repairs/renovations to his own building/structure provided that the value of such work does not equal or exceed \$50,000.00, provided further, the owner has knowledge and skill to insure that the work is done in a safe manner and according to the rules and regulations of this article.
- c. Any specialty contractor, such as plumbing, electrical, mechanical or gas fitter contractor, who is required to be licensed by the city will be exempt from these provisions provided that the value of such work does not equal or exceed \$10,000.00.

(b) Design professional.

- (1) All drawings, specifications, and accompanying data should bear the name and address of the designer. The designer shall be an architect or structural engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications, and accompanying data.

Signs exceeding 60 square feet and ten feet in height, or any ground sign which exceeds 25 square feet and 25 feet in height shall be certified by a Louisiana licensed architect or engineer (unless the building official deems it unnecessary that such certified drawings be submitted).

(2) Exceptions:

Persons acting as designers for:

- a. Single family residences.
- b. Buildings or projects that are to be constructed for personal use, provided such buildings are not intended, or adaptable for public employment, assembly or other occupancy by the public.
- c. Renovations or alterations of any size building which do not affect the structural integrity, or life safety, exclusive of building finishes and furnishings, or which have been preapproved by the state fire marshal where life safety is affected and does not exceed

one hundred and twenty-five thousand (\$125,000) dollars. "Life safety" as used in this Subsection shall be governed by the interpretation of the state fire marshal in accordance with the authority of R.S. 40:1561 et seq.

- d. New buildings and buildings with changes in occupancy classifications which do not exceed the gross floor areas in Subsection (f) of this Section.
- e. Building additions that do not cause the gross floor areas to exceed those in Subsection (f) of this Section.
- f. Occupancy Classifications and Gross Floor Area Sq. Ft.

Storage	6250
Factory and Industrial	5000
Mercantile	4000
Residential *	4000
Education	2500
Institutional	2500
High Hazard	1500
Assembly	2650
Business	4000

(c) Permit fees.

Total Valuation	Fee
\$1,500.00 and less	No permit or fee required, unless inspection required, in which case a \$25.00 fee will be charged, plus a \$5.00 technology/computer fee.
\$1,500.00— \$5,000.00	\$25.00 flat fee, plus a \$5.00 technology/computer fee.
\$5,001.00— \$15,000.00	\$25.00 for the first \$5,000.00, plus \$4.00 for each additional thousand or fraction thereof including \$15,000.00, plus a \$10.00 technology/computer fee.
\$15,001.00— \$100,000.00	\$65.00 for the first \$15,000.00, plus \$3.50 for each additional thousand or fraction thereof including \$100,000.00, plus a \$15.00 technology/computer fee.
\$100,001.00— \$500,000.00	\$362.50 for the first \$100,000.00, plus \$2.25 for each additional thousand or fraction thereof including \$500,000.00, plus a \$20.00 technology/computer fee.
\$500,001.00 and up	\$1,262.50 for the first \$500,000.00, plus \$2.00 for each additional thousand or fraction thereof, plus a \$25.00 technology/computer fee.

- (1) Moving fee. For the moving of any building or structure, the fee shall be \$50.00, plus a \$5.00 technology/computer fee. All buildings greater than 12 feet wide or 12 feet high will require a moving fee.

A set down permit/renovation permit is required prior to issuance of a moving permit which shall identify where the building is being moved to and the work being performed. This permit fee will be based on the total valuation of the work as provided in subsection (c), Permit fees, but in no case less than \$15.00, plus a \$5.00 technology/computer fee.

- (2) Demolition fee. For the demolition of any building or structure, the fee shall be:

- a. Residential or accessory to residential and single story commercial structures 400 square feet or less: \$50.00, plus a \$5.00 technology/computer fee.
- b. Commercial buildings greater than 400 square feet: \$200.00, plus a \$5.00 technology/computer fee.

- (3) Penalties. Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fee herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.

- (4) Plan-checking fees. When a plan is required to be submitted, a plan-checking fee shall be paid to the building official at the time of submitting plans and specifications. Such plan-checking fee is in addition to the building permit fee.

- a. Residential\$25.00 fee
- b. Commercial\$50.00 fee
- c. Commercial, new construction 1,000 sq. ft. up to 10,000 sq. ft. of building area or renovation work \$100,000.00 to \$300,000.00\$100.00 fee
- d. Commercial, new construction greater than 10,000 sq. ft. to 50,000 sq. ft. or renovation work over \$300,000.00 to \$600,000.00\$200.00 fee
- e. Commercial, new construction over 50,000 sq. ft. or renovation work over \$600,000.00\$300.00 fee
- f. Temporary tents, 90 days or less:
Less than 120 square feetNo permit required
120 square feet to 500 square feetPermit required, No fee
Larger than 500 square feet\$25.00 fee

Plus \$5.00 technology/computer fee and \$10.00 zoning fee

- (5) Reinspection fees and additional fees. If any reinspection is made necessary by faulty, incorrect, or defectively installed work on any building or structure, or if any inspection of a successive step of construction is not requested prior to commencement of further construction or occupancy, a fee, computed on the basis of \$25.00 per hour for time spent due to inspection or reinspection, shall be paid to the city for each inspection or reinspection, subject to a minimum of \$50.00. This fee shall be in addition to any other fees or charges required by this chapter. Failure to promptly pay this or any other fee required herein shall be grounds for issuance of a stop work order, in addition to other remedies as provided as law.

- (d) Board of appeals.

- (1) Application. The application for appeal shall be filed on a form obtained from the building official within 20 days after the notice was served.

- (2) Membership of board. The board of appeals shall consist of persons appointed by the chief appointing authority as follows:
 - a. Of the members first appointed, two shall be appointed for the terms of one year, two for the term of two years, one for a term of three years. Thereafter, the members shall be appointed for terms of four years. The alternate shall be appointed for a term of one year. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Continued absence of any member from regular meetings of the board shall, at the discretion of the mayor, render any such member liable to immediate removal from office.
 - b. The building official shall be an ex officio member of said board but shall have no vote on any matter before the board.
- (3) Alternate members. The chief appointing authority shall appoint two alternate members who shall be called by the board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership and shall be appointed for four years, or until a successor has been appointed.
- (4) Qualifications. The board of appeals shall consist of five individuals and two alternates, one from each of the following professions or disciplines: Said board shall be composed of the following:
 - a. One Louisiana licensed architect;
 - b. One Louisiana licensed engineer;
 - c. One licensed building contractor registered with the City of Lake Charles;
 - d. One member at large from the building industry;
 - e. One member at large from the public; and
 - f. Two alternates.

A board member shall not act in a case which he has a personal or financial interest.

- (5) Rules and procedures. The board is authorized to establish policies and procedures necessary to carry out its duties.
- (6) Chairperson. The board shall annually select one of its members to serve as chairperson.
- (7) Disqualification of members. A member shall not hear an appeal in which that member has a personal, professional or financial interest.
- (8) Secretary. The chief administrative officer shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.
- (9) Compensation of members. Compensation of members shall be determined by law.
- (10) Notice of meeting. The board shall meet upon notice from the chairperson, within 10 days of filing of an appeal or at stated periodic meetings.
- (11) Open hearing. All hearings before the board shall be open to the public. The appellant, the appellant's representative, the building official and any person whose interests are affected shall be given an opportunity to be heard.
- (12) Procedure. The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.
- (13) Postponed hearing. When five members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

- (14) Board decision. The board shall modify or reverse the decision of the building official by a concurring vote of two-thirds of its members.
- (15) Resolution. The decision of the board shall be by resolution. Certified copies shall be furnished to the appellant and to the building official.
- (16) Administration. The building official shall take immediate action in accordance with the decision of the board.