

**ORDINANCE NO. 07-2015**

**AN ORDINANCE ADOPTING THE 2012 INTERNATIONAL BUILDING (ICC) CODES  
AND SUPPLEMENTAL PROVISIONS RELATING TO PERMIT AND INSPECTION  
ACTIVITIES OF THE CITY OF ATMORE AND ENFORCEMENT OF BUILDING AND  
FIRE SAFETY PROVISIONS AS PROVIDED IN SAID CODES**

BE IT ORDAINED, BY THE CITY COUNCIL OF ATMORE, ALABAMA, as follows;

SECTION 1. That the following codes or portions of are, and the same hereby, approved and adopted by reference, except for the changes and exclusions listed (if any):

- (a) International Building Code, 2012 Edition, provided however, the following sections and chapters are omitted and not adopted:

Section 105.1.1 Annual permit

Section 105.1.2 Annual permit records

Section 1613 Earthquake loads

The International Building Code, adopted herein shall be amended as follows:

Section 101.1: (Insert) City of Atmore, Alabama

Section 1612.3: (Insert) Escambia County, Alabama and Incorporated Areas

Section 1612.3: (Insert) June 5, 2012

Section 3412.2: (Insert) (Effective Date of This Ordinance)

- (b) International Residential Code, 2012 Edition, provided, however, the following sections and chapters are omitted and not adopted:

Section R105.2 Work Exempt from Permit. Item #6 under “Building”.

Section R313 Automatic Fire Sprinkler Systems

Section N1101.13.1 Protection of exposed foundation insulation.

Section N1102.2.9 Slab on grade floors.

Section N1103.1 Programmable thermostats.

The Residential Code adopted herein shall be amended as follows:

Section R101.1: (Insert) City of Atmore, Alabama

Section R104.10.1: Areas Prone to Flooding. Delete “without the granting of a variance to such provisions by the board of appeals.”

Section R105.2: Work Exempt from Permit. Amend the first paragraph of this section to read as follows;

A permit shall not be required for the following unless the value of such work exceeds one thousand (\$1,000) dollars in value. A permit shall not be required for painting, papering, or flooring regardless of value. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Section R105.2 Work Exempt from Permit.

Amend item #7 under “Building” to read as follows;

Prefabricated swimming pools that are less than 42 inches deep.

RESIDENTIAL DESIGN CRITERIA:

Table R301.2 (1) Climatic and Geographic Design Criteria – shall be amended as follows:

Ground Snow Load	WIND DESIGN		Seismic Design Category	SUBJECT TO DAMAGE FROM			Winter Design Temp	Ice Barrier Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
	Speed (mph)	Topographic effects		Weathering	Frost line depth	Termite					
0	120	NO	A	Moderate	4”	VERY HEAVY	30	NO	6/5/2012	32	66

Section R302.2 Townhouses.

Exception: A common 2-hour fire resistance-rated wall assembly tested in accordance with ASTM E 119 or UL 263 is permitted for townhouses if such walls do not contain plumbing or mechanical equipment, ducts or vents in the cavity of the common wall. The wall shall be rated for fire exposure from both sides and shall extend to and be tight against exterior walls and the underside of the roof sheathing. Electrical installations shall be installed in accordance with Chapters 34 through 43. Penetrations of electrical boxes shall be in accordance with Section R302.4

RESIDENTIAL ENERGY CONSERVATION

Section N1101.7 Above code programs. Above code programs shall be permitted upon approval by the Alabama Residential and Energy Codes Board.

Section N1101.16/R401.3 Certificate. A permanent certificate shall be permitted to be posted on or in the electrical distribution panel. If posted, the certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant R-values of the insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces; U-factors for fenestration; and solar heat gain coefficient (SHGC) of fenestration. Where there is more than one value for each component, the certificate shall list the types and efficiencies of heating, cooling and service water equipment. Where a gas fire unvented room heater, electric furnace and/or baseboard electric heater is installed in the residence, the certificate shall list “gas fired unvented heater”, “electric furnace”, or “baseboard electric heater” as appropriate. An efficiency shall not be listed for gas fired unvented room heaters, electric furnaces or electric baseboard heaters.

Section N1103.2.2 Sealing (Mandatory) Duct tightness shall be verified by either of the following:

1. Post construction test: Total leakage shall be less than or equal to 8 cfm per 100 ft² of conditioned floor area or total leakage less than or equal to 12 cfm per 100 ft² of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer’s air handler enclosure. All register boots shall be taped or otherwise sealed during the test.
2. Rough in test: Total leakage shall be less than or equal to 6 cfm per 100 ft² of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the roughed in system, including the manufacturer’s air handler enclosure. All register boots

shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 4 cfm per 100 ft² of conditioned floor area.

Exceptions: Duct tightness is not required if the air handler and all ducts are located within conditioned space.

Section N1102.1.1 Insulation and Fenestration Requirements by Component.

CLIMATE ZONE	FENES-TRATION U-FACTOR	SKY-LIGHT U-FACTOR	GLAZED FENEST-RATION SHGC	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT WALL R-VALUE	SLAB R-VALUE & DEPTH	CRAWL SPACE WALL R-VALUE
3	0.50 <sup>b</sup>	0.65	0.30	30	13	5/8	19	N/R <sup>c</sup>	0	5/13

- a. R-values are minimums. U-factors are maximums. R-19 batts compressed into a nominal 2 X 6 framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value.
- b. For impact rated fenestration complying with Section R301.2.1.2 of the International Residential Code or Section 1608.1.2 of the International Building Code, the maximum U-factor shall be 0.65.
- c. Basement wall insulation is not required in warm-humid locations as defined by Figure N1101.10 and Table N1101.10.

RESIDENTIALMECHANICAL SYSTEMS:

Section M1601.4.1 Joints, seams and connections. Joints of duct systems shall be made substantially airtight by means of tapes, mastics, liquid sealants, gasketing or other approved closure systems. Closure systems used with rigid fibrous glass ducts shall comply with UL181A and shall be marked 181A-P for pressure sensitive tape, 181A-M for mastic or 181A-H for heat sensitive tape. Closure systems used with flexible air ducts and flexible air connectors shall comply with UL 181B and shall be marked 181B-FX for pressure sensitive tape or 181B-M for mastic. All metal to metal connections shall be mechanically fastened. All duct connections shall be sealed. Mechanical fasteners for use with flexible nonmetallic air ducts shall comply with UL 181B and shall be marked 181B-C. Crimp joints for round metal ducts shall have a contact lap of at least 1 ½ inches (38mm) and shall be mechanically fastened by means of at least three sheet metal screws or rivets equally spaced around the joint. Closure systems used to seal metal ductwork shall be installed in accordance with the manufacturer’s installation instructions.

RESIDENTIAL PLUMBING:

Section P2603.5.1 Sewer Depth. Building sewers that connect to private sewage disposal systems shall be not less than eighteen (18) inches below finished grade at the point of septic tank connection. Building sewers shall not be less than six (6) inches below grade.

Section 3005.2.7.1 Building Drain and Building Sewer Junction. Sewage line cleanouts shall be permanently protected from damage at ground level by a method approved by the building official.

COMMERCIAL PLUMBING:

- (c) International Plumbing Code, 2012 Edition; provided however, the following sections are amended to read as follows and/or added to said code:

Section 101.1 (Insert) City of Atmore, Alabama

Section 305.4.1 Sewer Depth. Building sewers that connect to private sewage disposal systems shall be not less than eighteen (18) inches below finished grade at the point of septic tank connection. Building sewers shall not be less than six (6) inches below grade.

Section 708.3.2.1 Building Sewers. Sewage line cleanouts shall be permanently protected from damage at ground level by a method approved by the building official.

Section 903.1 Roof Extension. All open vent pipes that extend through a roof shall be terminated at least six (6) inches above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet (2134 mm) above the roof.

COMMERCIAL MECHANICAL SYSTEMS:

- (d) International Mechanical Code, 2012 Edition; provided however, the following sections are amended to read as follows and/or added to said code:

Section 101.1: (Insert) City of Atmore, Alabama

FIRE CODES

- (e) International Fire Code, 2012 Edition; provided however, the following sections are amended to read as follows and/or added to said code:

Section 101.1: (Insert) City of Atmore, Alabama

Section 109.4: (SPECIFY OFFENSE) Fire Code Violation  
(AMOUNT) As determined by the Municipal Court System  
(NUMBER OF DAYS) As determined by the Municipal Court System

Section 111.4: Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable and subject to penalties as determined by the Municipal Court System.

Section 307.6: The requirements established in this section shall not prohibit the Fire Official from making exception to these requirements from time to time for purposes relating to the common good of the community.

Section 311.2.2 Fire Protection. Fire alarm, sprinkler and standpipe systems shall be maintained in an operable condition at all times. Any impairment to or malfunction of the fire alarm, sprinkler or standpipe system shall be reported to the fire department.

Exceptions:

1. When the premises have been cleared of all combustible materials and debris and, in the opinion of the fire code official, the type of construction, fire separation distance and security of the premises do not create a fire hazard.
2. Where approved by the Fire Chief, buildings that will not be heated and where fire protection systems will be exposed to freezing temperatures, fire alarm and sprinkler systems are permitted to be placed out of service and standpipes are permitted to be maintained as dry systems (without an automatic water supply), provided the building has no contents or storage, and windows, doors and other openings are secured to prohibit entry by unauthorized persons.

Section 503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths and vertical clearances where they are inadequate for fire or rescue operation.

#### Section 901.2.1.2 Contractor Qualification Requirements.

Sprinkler Systems: Current sprinkler permit through the Alabama State Fire Marshal's Office and NICET certification.

Fire Alarm Systems: Current fire alarm permit through the Alabama State Fire Marshal's Office and NICET certification. Must be a minimum of NICET II to perform technician work, or work under the direct supervision of a NICET II.

Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire are except in one and two family dwellings in accordance with State of Alabama Act 2010-185 mandate. However, if automatic sprinkler systems are voluntarily installed in one or two family dwellings they shall be installed as set forth in Section 903.3.

Section 903.3.7 Fire Department Connections. The location of fire department connections shall be remote of the building, outside of the building's collapse zone, whenever possible. The collapse zone is a distance away from the building equal to the height of the exterior wall on the side of the fire department connection. The location shall be approved by the fire code official.

Section 903.7.1 All above ground piping exposed to the weather shall be insulated to protect from freezing.

#### PROPERTY MAINTENANCE:

- (f) International Property Maintenance Code, 2012 Edition; provided however, that the following sections are amended to read as follows and/or added to said code:

Section 101.1 (Insert) City of Atmore, Alabama

Section 302.4 (Insert) Twelve (12) inches

- (g) International Existing Building Code, 2012 Edition, provided however, the following sections are omitted and not adopted:

Section 105.1.1 Annual Permit

Section 105.1.2 Annual Permit Records

The International Existing Building Code adopted herein shall be amended as follows:

Section 101.1 (Insert) City of Atmore, Alabama

Section 1401.2 (Insert) The Effective Date of This Ordinance

#### COMMERCIAL ENERGY CONSERVATION:

- (h) 2009 International Energy Conservation Code shall be implemented and enforced for buildings three (3) stories and above including multi-family dwellings provided however, the following sections and chapters are omitted and not adopted:

Section R402.2.8 Slab on grade floors

Section R403.1.1 Programmable Thermostat

Section R403.9 Pools (Mandatory)

Section R403.9.1 Pool Heaters

Section R403.9.2 Time Switches

### Section R403.9.3 Pool Covers

The following sections are amended to read as follows and/or added to said code:

### Section 101.1 (Insert) City of Atmore, Alabama

Section R403.2.2 Sealing (Mandatory). All ducts, air handlers, filter boxes and building cavities used as ducts shall be sealed. Joints and seams shall comply with Section M1601.4.1 of the International Residential Code.

(a) Duct tightness shall be verified by either of the following:

1. Post construction test: Leakage to outdoors shall be less than or equal to 8 cfm per one hundred (100) ft<sup>2</sup> of conditioned floor area or total leakage less than or equal to 12 cfm per one hundred (100) ft<sup>2</sup> of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test.
2. Rough-in test: Total leakage shall be less than or equal to 6 cfm per one hundred (100) ft<sup>2</sup> of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 4 cfm per one hundred (100) ft<sup>2</sup> of conditioned floor area.

Exceptions: Duct tightness test is not required if the air handler and all ducts are located within conditioned space.

## COMMERCIAL ELECTRICAL CODES

(i) NFPA 70, National Electrical Code, 2011 Edition.

## AMERICANS WITH DISABILITIES ACT

(j) Accessible and Usable Building and Facilities, ICC/ANSI A117.1, 2009 Edition.

## FUEL GAS CODE

(k) International Fuel Gas Code, 2009 Edition, along with Appendixes A, B, C, and D; provided however, that the following sections are omitted and not adopted:

### Section 106.6.3 Fee Refunds

The International Fuel Gas Code, as adopted herein shall be amended as follows:

### Section 101.1 (Insert) City of Atmore

Section 106.6.2 Fee Schedule The fees for work shall be as prescribed in Section 2 (d) of this Ordinance.

Section 108.4 (Specify Offense) Violation of Fuel Gas Code  
(Amount) As determined by the Municipal Court System  
(Number of Days) As determined by the Municipal Court System

Section 108.5 (Amounts) As determined by the Municipal Court System

2. PERMIT REQUIREMENTS:

(a) Applicability

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the locally adopted building code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

(b) Permit Exceptions

Construction and construction related activities which are being performed by or on behalf of the federal government, the State of Alabama, Escambia County or any departments, agencies, boards, divisions, or subdivisions of the same for their own use shall be exempt and excluded from the permits, permit fees, inspections, and inspection fees called for in this Article. The City of Atmore shall be exempt and excluded from the permit fees and inspection fees. Subject to the foregoing, all construction and construction related activities must conform to all applicable federal, state, county and local laws relating to the same, and it is the responsibility of the federal government, the State of Alabama, Escambia County, the City of Atmore, or the department, agency, board, division, or subdivision on whose behalf the work is being performed to ensure compliance with all applicable laws and ordinances. This section shall not exclude construction or construction related activities which are merely funded, in whole or in part, by federal, state, county or municipal monies but which will not be owned or occupied by that governmental entity after the completion of the construction or construction related activities.

(c) Permit Fees

Each person, firm, corporation or other entity engaged in any construction or construction related activity for which a building permit is required shall, before commencement of work, pay the appropriate building permit fee. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued. For the purpose of determining the fee for the issuance of a building permit, the value of the requested work is determined by the Building Department which may consider bona fide, signed contracts, the square footage of the project, or any other evidence of the cost or value of the work. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can provide proof of costs. Final permit valuation shall be determined by the building official.

(d) Permit Fee Schedule

The following fees shall be charged for the issuance of building permits:

Total Valuation	Fee
\$1,000.00 and less	\$15.00
\$1,001.00 to \$50,000.00	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.000
\$100,001.00 to \$500,000.00	\$460.000 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$1,658.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

Permit fees for work not covered under a construction permit such as electrical, mechanical,

and plumbing work, including service meter installation or replacement, installation of any switch, fixture, or other electrical device, construction power pole, manufactured home power pole, temporary electrical power; installation, replacement, or testing of water service, sanitary sewer, and gas lines; installation of HVAC systems and/or duct; permit must be obtained prior to beginning such work. The fee for such permit shall be \$25.00.

(e) Signs

Where a permit is required for a sign to be erected, constructed, posted, altered, maintained, or relocated, the permit fee for such work shall be calculated using the Permit Fee Schedule.

(f) Manufactured/Modular Buildings

For the placement of any manufactured or modular home to be used as a residence or as otherwise permitted by ordinance of the City of Atmore, the permit fee shall be \$50.00. This section shall not apply to temporary mobile office units used in conjunction with approved construction activity.

(g) Permit Required to Move Building

For the relocation of any building or structure to be used and occupied as permitted by ordinance of the City of Atmore, the permit fee shall be \$50.00.

(h) Fees for Additional Work

In the event that during the performance of the work allowed under the permit, additional installations or alterations are required; it shall be unlawful for the person who secured the permit to fail to immediately remit to the Building Department an amount equal to the additional fees called for under this Ordinance.

(i) Re-Inspection Fees

Re-inspection of any item, as necessitated by lack of approval on the item upon initial inspection shall require a separate fee of \$25.00

(j) Double Fees

When work for which a permit is required is commenced prior to obtaining a permit, the applicant shall be required to pay a permit fee equal to two times the amount the fee would otherwise be. The payment of the double fee shall not relieve any person from fully complying with all of the requirements of applicable regulations and codes, nor shall it relieve them from being subject to any of the penalties therein, including but not limited to suspension or termination of the project.

(k) Permit Expiration

A permit shall become invalid unless the work authorized on the site by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

(l) Suspension or Revocation of Permit

The building official is authorized to suspend or revoke a permit wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation.

### **SECTION 3. SUBMITTAL DOCUMENTS**

(a) General. Construction documents and other data shall be submitted in two or more sets with each application for a permit. Submittal documents for the following projects are required to be prepared by design professional;

1. Any new habitable structure.
2. Any residential addition over one thousand (1,000) square feet in area or that increases the total area of the structure by fifty (50%) percent or more.



3. Any commercial addition over one thousand (1,000) square feet in area, increases the total area of the structure by fifty (50%) or more, increases the total area of the structure to twenty-five hundred (2,500) square feet or more in area or affects the loads, energy values or life safety plan of the original structure.
4. Any renovation of a commercial structure that is over twenty-five hundred (2,500) square feet in area or changes the structural load, energy values or life safety plan of the original structure.
5. Any free standing sign with a face over 32 square feet in area or more than nine (9) feet in height at the highest point.
6. Submittal documents requiring architectural stamp in accordance with Code of Alabama 1975, §34-2-32:
  - a) Construction, alteration or addition to any building 2,500 sq. ft. or more in area other than detached single family dwellings, farm buildings not intended for public use, and utility or public works buildings if the person who designs them is employed by a public utility.
  - b) Construction, alteration or addition to any building intended for use as an assembly or educational occupancy regardless of size.

Information required on submittal documents for the projects listed above includes structural loads, energy values, electrical, mechanical, plumbing and life safety plans.

- (b) Construction Documents. Construction documents shall be dimensioned and drawn upon suitable material and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.
- (c) Site Plan. Construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, existing and proposed utilities and, as applicable, flood hazard areas, floodways, and design flood elevations. The site plan shall be drawn in accordance with an accurate boundary line survey.

#### **SECTION 4. GENERAL REQUIREMENTS**

- (a) Electrical. Commercial and industrial structures shall provide a single, external means of disconnect from the primary power source for each meter or point of service. Disconnect shall be easily identifiable as such and be installed as near as practicable to the meter so as to be readily accessible.
- (b) Electrical License Required. No permit shall be issued for electrical work unless the person performing such work provides verification of license from the Alabama Electrical Contractors Board and the City of Atmore.

**Exception:** The owner of any premises or an employee of any such owner when performing electrical work or installing, constructing, maintaining, altering, or repairing electrical wiring, equipment, or apparatus on such premises may obtain a permit only after such owner or employee of such owner takes and passes (70% correct) a basic electrical exam to be administered by the City of Atmore.

This exception is not intended to provide a path for individuals to avoid licensing requirements by claiming employee status for the purpose of obtaining an electrical permit. Where any such conflict should arise the building inspector shall require documented proof of employment. Final determination shall be at the sole discretion of the building inspector.

- (c) Foundations. Where post and pier type foundations are used, the open areas shall be fully enclosed and weather protected.

- (d) Change of Occupancy. No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with all applicable requirements for such division or group of occupancy. A certificate of occupancy shall be required prior to occupying a building where such a change of occupancy occurs.
- (e) Installation of Culverts. Prior to the installation of a culvert, or the replacement of an existing culvert, the size, type, location, and installation method shall be approved by the City of Atmore Street Department Superintendent.
- (f) Height Above Street. For structures outside designated flood hazard areas, the elevation of the lowest finished floor shall be a minimum of one (1) ft. above the highest point of the nearest adjacent street or drain.

## **SECTION 5. PENALTIES**

- (a) Any person who shall violate any of the provisions of the codes hereby adopted or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, shall severally, for each and every violation and noncompliance respectively, be guilty of a misdemeanor punishable as prescribed in section 1-9 of the Atmore City Code. The imposition of one penalty for such violation shall not excuse the violation or permit it to continue.
- (b) The application of the penalty in subsection (a) of this section shall not be held to prevent enforced removal of prohibited conditions.

**SECTION 6. REPEALER CLAUSE.** Any ordinance heretofore adopted by the City Council of the City of Atmore, Alabama, which is in conflict with this Ordinance is hereby repealed to the extent of such conflict. The following ordinances are hereby repealed in their entirety;

Ordinance 497-92  
 Ordinance 510-93  
 Ordinance 01-2005  
 Ordinance 01-2012

**SECTION 7.** This ordinance shall be in full force and effect from and after its passage and the publication thereof as required by law.

ADOPTED AND APPROVED THIS 13TH DAY OF OCTOBER, 2015.

**CITY OF ATMORE, ALABAMA**

**BY:** \_\_\_\_\_  
**JIM STAFF, Mayor**

**ATTESTED:**

**BY:** \_\_\_\_\_  
**BECCA SMITH, City Clerk**