§ 301. Permits. 1. It shall be unlawful to commence the construction or alteration of a multiple dwelling or any part or section thereof, or of any building or structure on the same lot with such a dwelling, or the alteration or conversion of a building for use as a multiple dwelling, or the moving of a dwelling from one lot to another, until an application or plans have been filed in and a permit issued by the department. The department shall have the power to charge and collect a reasonable fee for each application filed and for each permit issued.

2. No person shall be recognized as the agent of the owner unless he shall file with the department a written instrument, signed by the owner, designating him as such agent. Upon the filing of such instrument, the person designated therein as such agent shall be deemed to be and shall be known as the certified agent of the owner.

3. The department shall have power to issue, refuse, revoke or cancel any permit or approval in case of any failure to comply with any of the provisions of this chapter, or in case any false allegation or representation is made in any plans or statements submitted or filed for such permit or approval. If such permit is refused, revoked or cancelled, the reason for such action shall be recorded by the department.

4. All plans, statements and permits filed in any department shall be public records and shall not be destroyed or removed from the department.