

Building Inspections

DESCRIPTION

The Building Inspections Office is responsible for enforcement of the Virginia Uniform Statewide Building Code to protect the health, safety and welfare of the citizens of Hanover County. Traditionally this enforcement role has been focused on new construction and the renovation and rehabilitation of existing buildings. The Building Inspections Office has expanded its duties to include enforcement of the Property Maintenance Code in addition to its traditional role. The Property Maintenance Code provides the minimum standards for the maintenance of existing buildings and structures to promote their continued healthy use and usability. Additionally, the Building Inspections Office enforces erosion and sediment control regulations relating to

residential construction and proffered conditions for residential construction. The Building Inspections Office also provides a central payment center and cashiering services for the fees charged and collected by the community development departments. A continuing focus of the department is customer service and the use of new technologies, as evidenced by the expansion of the Interactive Voice response telephone system and the continuing development and implementation of online services such as online inspection scheduling and permit tracking. Permanent records of these activities are maintained and available in the Building Inspector's Office.

BUDGET SUMMARY

	FY10 Actual	FY11 Budget	FY12 Budget	FY11 to FY12	FY13 Plan
Expenditures					
Personnel	\$ 1,342,263	\$ 1,280,610	\$ 1,283,767	0.2%	\$ 1,302,825
Operating	103,446	112,003	\$ 103,197	(7.9%)	103,197
Total Expenditures	\$ 1,445,710	\$ 1,392,613	\$ 1,386,964	(0.4%)	\$ 1,406,022
Revenues					
Other Revenue	\$ 753,289	\$ 802,600	\$ 813,000	1.3%	\$ 830,700
General Fund Revenue	692,421	590,013	573,964	(2.7%)	575,322
Total Revenue	\$ 1,445,710	\$ 1,392,613	\$ 1,386,964	(0.4%)	\$ 1,406,022
Generated Revenue Percent	52.1%	57.6%	58.6%		59.1%
General Fund Percent	47.9%	42.4%	41.4%		40.9%
Full-time Positions	22	21	20	(4.8%)	20
Part-time Positions	2	-	-	0.0%	-
Full-time Equivalents	23.0	21.0	20.0	(4.8%)	20.0

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BUDGET HIGHLIGHTS

The fees charged by this function traditionally provide the funding for building inspection services. The FY12 budget remained flat in terms of service level ability, but the decrease can be attributed to the efficiencies created with the

addition of Fleet Services to the General Fund. The decrease in full-time equivalent positions is an unfunded vacant customer service agent position that will be eliminated.

GOALS AND OBJECTIVES

- Continue cooperative training program within the region to promote enforcement uniformity and customer satisfaction;
- Process residential building permit applications within two weeks and commercial applications within 30 days;
- Utilize user fees to pay for departmental operating costs; and
- Continue our focus on customer service and new technology to better serve the needs of the community.

SERVICE LEVELS

	<u>FY10 Actual</u>	<u>FY11 Budget</u>	<u>FY11 Forecast</u>	<u>FY12 Budget</u>
Per capita cost of operating department	\$14.48	\$13.79	\$13.79	\$13.48
Commercial plan reviews:				
Number of plans reviewed	439	725	459	440
Average number of days to review	8	15	10	10
Pre-application plan reviews:				
Number of plans reviewed	9	4	8	6
Average number of days to review	17	40	30	30
Residential plan reviews:				
Number of plans reviewed	1,025	1,000	1,076	1,050
Average number of days to review	2.0	5.0	3.0	3.0
Inspections:				
Number of inspections per day	81	130	86	83
Number of inspections per inspector	13	14	14	14
Number of days from requested to completed inspection	1	1	1	1