

**KEY WORKPLAN ITEMS**

1. Administer and enforce the Virginia Uniform Statewide Building Codes to protect health, safety and welfare of citizens
2. Review residential and commercial building permit applications and associated plans to ensure compliance with building codes
3. Conduct required building inspections and issue Certificate of Occupancy
4. Assist customers in answering questions related to building code issues in an efficient manner, providing appropriate code research quickly in order to support the citizen's project goals
5. Educate citizens and provide prompt responses to unique and newly adopted building code requirements through in office staff support for walk-in customers, email and phone inquiries, and daily e-subscribe mailings
6. Investigate Building Code violations by responding with inspection and follow-up action within 3 business days
7. Assist Board of Building Code Appeals with research and compilation of case information in preparation for hearing
8. Address unsafe structures, in concert with the Fire Department, Zoning Enforcement, Housing and Community Development, Social Services, Police and the Virginia Department of Health in a timely and effective fashion in order to protect public safety

**BUDGET SUMMARY**

		FY 13 Adopted		FY 14 Plan		FY 14 Adopted
Personnel	\$	943,633	\$	953,886	\$	991,236
Operating		95,400		106,400		107,200
Capital		15,300		-		-
Total	\$	<u>1,054,333</u>	\$	<u>1,060,286</u>	\$	<u>1,098,436</u>

**PERSONNEL**

Full-time Personnel	13	13	13
Part-time Personnel	1	1	1

**PERFORMANCE MEASURES**

	FY 11 Actual	FY 12 Actual	FY 13 Adopted	FY 14 Adopted
# Inspections performed	28,180	28,000	28,000	29,000
# Building permits issued	6,464	6,400	6,400	6,400
% Residential plans returned within 10 working days	91%	95%	97%	97%

**BUDGET COMMENTS**

This budget includes funding for new code books that reflect the every third year General Assembly change.