

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, and Housing and Community Development, in a timely and effective fashion in order to protect public safety

BUDGET SUMMARY

		FY 12 Adopted	FY 13 Adopted	FY 14 Plan
Personnel	\$	926,917	\$ 943,633	\$ 953,886
Operating		56,100	95,400	106,400
Capital		500	15,300	-
Total	\$	<u>983,517</u>	<u>\$ 1,054,333</u>	<u>\$ 1,060,286</u>

PERSONNEL

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

PERFORMANCE MEASURES

	FY 11 Actual	FY 12 Projected	FY 13 Adopted	FY 14 Plan
# Inspections performed	28,180	28,000	28,000	28,000
# 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 a replacement vehicle and funding for the advertising and removing or securing of unsafe structures under the County's unsafe structure ordinance.