

building inspection

Building Inspection ensures a safe built environment for the public within the unincorporated area of Leon County. Building Inspection effectively and efficiently obtains compliance with appropriate construction codes through permit issuance, plans review, inspections, use of automation technologies, and training; all to be performed in a customer and staff sensitive manner. The division also provides staff support for the County's Contractor Licensing, and Code Enforcement Boards and the Board of Adjustment and Appeals.

PROGRAM HIGHLIGHTS

1. Implementation of a fully automated Internet permitting service whereby contractors can obtain simplified permits not requiring technical review 24 hours a day/7 days a week by credit card payment.
2. Implementation of new Florida Building Code which pre-empted all local government building codes.
3. Accommodation of the new inspections and other workload requirements of the Florida Building Code not historically required by the Standard Building Code.
4. Coordinated with the Property Appraiser's Office to ensure structures are properly permitted and appraised.
5. Existing building permit fee schedule has remained unchanged since 1995.

ADVISORY BOARD

County's Contractor Licensing Board, Code Enforcement Board, Board of Adjustment and Appeals

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

*101 Life Safety Code - F.S., Chapter 633.025 *Standard Mechanical Code - Leon County Code of Laws, Section 5-(151 - 153) * Standard Plumbing Code - Leon County Code of Laws, Section 5-(186 - 190) ; & F.S., Chapter 553.01 - 553.14 * National Electrical Code - Code of Laws, Section 5-(51 - 111); & F.S., Chapter 553.15 - 553.23 * Standard Gas Code - Leon County Code of Laws, Section 5-(136 - 139) * Standard Building Code - Leon County Code of Laws, Section 5-(36 - 38); & F.S., Chapter 553.73 * Florida Energy Code - F.S., Chapter 553.900 - 553.975 * Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; * Zoning Code - Leon County Code of Laws, Section 10-(836 - 837) * Contractor Licensing - Leon County Code of Laws, Section 5-(446 - 544) * Swimming Pool Code - Leon County Code of Laws, Section 5-(201 - 263) * Florida/County Mobile Homes Installation - Leon County Code of Laws, Section 5-(166 - 175); & F.S., Administrative Rule, Chapter 15C-1.10 * Floodplain Management - Leon County Code of laws, Section 10-(1701 - 1738) * Sign Code - Leon County Code of Laws, Section 10-(1801 - 1830) * Standard Fire Code - Leon County Code of Laws, Section 5-(121 - 124); & F.S., Chapter 633.025 * Environmental Management Act - Leon County Code of Laws, Section 10-362 * Florida Construction Lien Laws - F.S., Chapter 713.135 * Florida Radon Code Funding - F.S., Chapter 404.056(4) * Mandatory Building Inspector Certification - F.S., Chapter 468.601 - 468 .633

SUMMARY OF KEY SERVICE FUNCTIONS

1. Prior to issuance of permits ensures structures are designed in accordance with applicable codes through plans review.
2. Ensures structures are constructed in accordance with approved plans and applicable codes through onsite inspections.
3. Provides staff support to the Contractors Licensing Board to ensure contractors performance complies with State and local requirements.
4. Reviews new construction products, methods and materials prior to use in Leon County.
5. Provides staff support to the Board of Adjustment and Appeals for investigation of requests for variances of construction regulations.
6. Provide staff support to the Code Enforcement Board for alleged non-compliance with construction regulations.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Respond to 99% of building inspections in one day. (Annual number of inspections)	28,822	29,914	29,500	30,090
2) Plans to be reviewed within statutory requirement of 30 work days of submittal for 99% of applications received	202 (100%)	187 (100%)	190 (100%)	193 (100%)
3) Revenues generated to exceed budgeted expenditures 100% of the time. Expressed as percent of revenues collected verses expenditures encumbered.	4%	-11%	-8%	-8%
4) Complete monthly federal reports within 10 days of the beginning of each month with minimum 95% accuracy rate.	10 days 95%	10 days 95%	10 days 95%	9 days 95%

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$922,042	\$967,857	\$895,646	\$963,943	\$1,039,321	\$1,070,500	\$1,102,615
Operating	86,328	123,294	111,294	121,668	125,338	125,338	125,338
Capital Outlay				30,050	37,100	37,100	37,100
Grants & Aid							
TOTAL	\$1,008,370	\$1,091,151	\$1,006,940	\$1,115,661	\$1,201,759	\$1,232,938	\$1,265,053
<u>STAFFING</u>							
Full Time	20.02	20.02	19.06	20.06	21.06	21.06	21.06
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at a decreased funding level. These recommendations are:

1. Routine salary and wage adjustments were applied existing FTEs. However, based on an analysis of the DMG/Maximus fee study data, a more equitable distribution of cost sharing for certain administrative positions has lead to a reduction of .96 FTE for the Building Inspection cost center. The .96 FTE or approximately \$67,000 in personal services funding has been reallocated to the Support Services division from the Building Inspection division. .
2. As approved by the Board at the June 11, 2002, workshop, funding is provided for reclassifications as a result of the Senior Management Compensable Factors and Market Study. \$4,266
3. Operating decrease as a result of one-time funding of fee study during FY 10/02. (\$12,000)

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

The program requests increased funding levels. These requests are:

1. Routine salary and wage adjustments.
2. A new Inspector position to accommodate additional regulatory workload is requested in FY 2003/2004. \$81,852.
3. A new Plans Examiner position to accommodate additional regulator workload is requested in FY 2004/2005. \$57,179.

Building Inspection

ACCOUNT NUMBER: 120-220-524

PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
		Actual	Adopted	NIT	Change	Total	NIT	Change	
51200	Salaries & Wages	\$689,449	\$710,296	\$666,458	\$3,625	\$670,083	\$666,458	\$3,625	\$670,083
51400	Overtime	5,264	5,040	5,040		5,040	5,040		5,040
52100	FICA Taxes	51,732	53,864	50,987	299	51,286	50,987	299	51,286
52200	Retirement	60,712	54,705	40,282	299	40,581	40,282	299	40,581
52300	L & H Insurance	82,607	113,043	97,499		97,499	97,499		97,499
52400	Workers' Comp.	32,278	30,909	31,114	43	31,157	31,114	43	31,157
TOTAL PERSONAL SERVICES		\$922,042	\$967,857	\$891,380	\$4,266	\$895,646	\$891,380	\$4,266	\$895,646
53100	Prof. Services		12,000						
53400	Other Contract Svcs.		2,000	2,000		2,000	2,000		2,000
54000	Travel & Per Diem	311	800	800		800	800		800
54100	Communication	19,064	21,000	21,000		21,000	21,000		21,000
54200	Postage	1,469	1,850	1,850		1,850	1,850		1,850
54300	Utility Services	12,132	13,484	13,484		13,484	13,484		13,484
54400	Rentals & Leases	3,635	4,428	4,428		4,428	4,428		4,428
54500	Insurance	3,828	3,828	3,828		3,828	3,828		3,828
54600	Repair & Maint.	1,739	2,465	2,465		2,465	2,465		2,465
54601	Vehicle Repair & Mtc.	8,973	10,486	10,486		10,486	10,486		10,486
54700	Printing & Binding	2,245	6,000	6,000		6,000	6,000		6,000
54900	Other Current Chg.	649	1,820	1,820		1,820	1,820		1,820
55100	Office Supplies	768	3,784	3,784		3,784	3,784		3,784
55200	Operating Supplies	11,169	10,453	10,453		10,453	10,453		10,453
55210	Fuel & Oil	12,443	16,000	16,000		16,000	16,000		16,000
55400	Bks, Pubs, & Memb.	4,064	5,550	5,550		5,550	5,550		5,550
55401	Training	3,839	7,346	7,346		7,346	7,346		7,346
TOTAL OPERATING EXPENSES		\$86,328	\$123,294	\$111,294		\$111,294	\$111,294		\$111,294
PROGRAM TOTAL		\$1,008,370	\$1,091,151	\$1,002,674	\$4,266	\$1,006,940	\$1,002,674	\$4,266	\$1,006,940

PROGRAM STAFFING DETAIL

Administrative Associate II*	0.39	0.39	0.39	0.39	0.39	0.39
Administrative Associate III*	0.39	0.39	0.39	0.39	0.39	0.39
Administrative Associate IV*	1.78	1.78	1.78	1.78	1.78	1.78
Administrative Associate V*	0.78	0.78	0.78	0.78	0.78	0.78
Asst to Community Services Dir*	0.39	0.39	0.25	0.25	0.25	0.25
Building Inspection Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Building Review & Ins Dir	1.00	1.00	1.00	1.00	1.00	1.00
Building/E.C. Officer	7.00	7.00	7.00	7.00	7.00	7.00
Community Development Dir*	0.39	0.39	0.05	0.05	0.05	0.05
Computer Support Specialist*	0.39	0.39	0.39	0.39	0.39	0.39
Deputy Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Growth Mgt Supt Service Dir*	0.39	0.39	0.25	0.25	0.25	0.25
Information Technology Manager*	0.39	0.39	0.39	0.39	0.39	0.39
Permit Processor Supervisor*	0.39	0.39	0.39	0.39	0.39	0.39
Permit Technician*	1.17	1.17	1.17	1.17	1.17	1.17
Plans Examiner	2.00	2.00	2.00	2.00	2.00	2.00
Records Manager*	0.39	0.39	0.39	0.39	0.39	0.39
Records Specialist*	0.39	0.39	0.39	0.39	0.39	0.39
Senior Administrative Associate*	0.39	0.39	0.05	0.05	0.05	0.05
Total	20.02	20.02	19.06	19.06	19.06	19.06

*Position split-funded between Support Services and Bldg. Inspection. Based on an analysis of the DMG/Maximus fee study data, a more equitable distribution of cost sharing for certain administrative positions has led to the reallocation of .96 FTE to the Support Services cost center.