

# BUILDING INSPECTIONS

## DESCRIPTION

The Code of Virginia requires all local governments to enforce the Virginia Uniform Statewide Building Code (USBC). The Department of Building Construction and Inspections fulfills this role for Henrico County by reviewing and inspecting the structural, mechanical, electrical, and plumbing systems of buildings and structures in Henrico County to ensure the safety, health, and welfare of the County’s citizens. The reviews and inspections are based on criteria that are consistent with nationally recognized codes and standards at reasonable cost levels.

The Department also enforces the maintenance and unsafe provisions of the USBC and the Drug Blight and Bawdy Places ordinances to further the objectives of the County’s Community Maintenance Program. In addition, the Department administers the graffiti ordinance to remove graffiti in the County.

## OBJECTIVES

- To ensure the public health, safety, and welfare affected by the design and construction of buildings and structures in Henrico County.
- To ensure the quality of inspections by field staff through education and certification to State standards.
- To provide services that equal customer expectations for professionalism and accountability.
- To establish policies and procedures that are consistent, practical, workable, and enforceable.

## FISCAL YEAR 2020 SUMMARY

### Annual Fiscal Plan

Description	FY18	FY19	FY20	Change
	Actual	Original	Proposed	19 to 20
Personnel	\$ 3,935,887	\$ 4,388,891	\$ 4,513,821	2.8%
Operation	233,095	432,261	432,261	0.0%
Capital	14,519	300	300	0.0%
Sub-Total	\$ 4,183,501	\$ 4,821,452	\$ 4,946,382	2.6%
Interdepartmental Billings	(167,183)	(170,785)	(171,550)	0.4%
Total Budget	\$ 4,016,318	\$ 4,650,667	\$ 4,774,832	2.7%
Personnel Complement*	55	58 *	58	0

\*Reflects the addition of three new positions that were added in the FY2018-19 approved budget

## Building Inspections

### PERFORMANCE MEASURES

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Change 19 to 20</u>
<b>Workload Measures</b>				
Total Permits Issued	16,243	16,000	16,000	0
Single Family Permits Issued	1,086	900	900	0
Building Inspections	35,955	41,000	41,000	0
Electrical Inspections	17,133	20,000	20,000	0
Mechanical Inspections	13,612	14,000	14,000	0
Plumbing Inspections	19,979	20,000	20,000	0
Fire Protection Inspections	4,812	5,000	5,000	0
Elevator Inspections	290	200	200	0
Sign Inspections	904	1,000	1,000	0
Existing Structure Inspections	4,775	5,500	5,500	0
FOG Inspections	<u>293</u>	<u>300</u>	<u>300</u>	<u>0</u>
Total Inspections	92,685	101,200	101,200	0
<b>Efficiency Measures</b>				
Residential Inspections/Inspector/Day	16	15	17	2
Mech./Plumbing Inspections/Inspector/Day	22	21	21	0
Electrical Inspections/Inspector/Day	17	17	17	0
Fire Protection Inspections/Inspector/Day	8	6	6	0
Commercial Inspections/Inspector/Day	10	11	11	0
Avg. # of Inspections/Single Family Dwelling	35	35	35	0

### BUDGET HIGHLIGHTS

The Department of Building Construction and Inspections budget is divided into two sections: Building Inspections and Community Maintenance.

The total FY2019-20 budget for the Department is \$4,774,832, an increase of \$124,165 or 2.7 percent when compared to the FY2018-19 approved budget. This increase is reflected in the personnel component, attributable to benefit rate changes and revised salaries. However, some of these personnel increases were offset by increased interdepartmental billings. The operating and capital components remained flat.

Workload projections are based on current conditions and future developments that have already been announced for Henrico County. The Department projects development continuing at the current pace for both FY2018-19 and FY2019-20.

The Building Inspections section is responsible for assuring that structural stability, fire safety, and electrical safety is provided in newly constructed buildings throughout the County through compliance with nationally recognized building codes and standards. This section also inspects structures for compliance with accessibility, sanitation, light and ventilation, and energy and water conservation standards as referenced in the building code.

### *Building Inspections*

The Building Inspections section's budget for FY2019-20 totals \$4,295,025. This reflects an increase of \$108,638 in personnel expenses when compared to the FY2018-19 approved budget. The operating budget was unchanged from the previous fiscal year. Capital outlay also remains flat for FY2019-20.

The Community Maintenance Division within the Building Inspections Department is responsible for resolving violations of the building code and graffiti ordinance for existing structures. This Division's budget totals \$479,807, which is an increase of \$15,527 when compared to the prior fiscal year.

The budgetary growth in the personnel areas of both divisions is primarily due to salary and increased benefit costs, highlighted by a 9.7 percent increase in the County's share of the employee healthcare costs.

Also included in the Community Maintenance Division are the costs for two positions that are part of an initiative to ensure that restaurants have the proper equipment to prevent oil and grease from entering the sewer system. The ongoing cost for these two positions total \$171,550. The entirety of this cost will be reimbursed by the Department of Public Utilities. As such, an interdepartmental billing account has been budgeted to reflect the reimbursement of these ongoing costs. The operating budget is unchanged from the previous fiscal year.

The Community Maintenance Division will continue to work closely with the Department of Community Revitalization, as they also provide community maintenance services. Community Revitalization's services include those related to identifying the needs of established communities and providing assistance in improving the properties in these areas.



**Department Operating Budget  
Henrico County, Virginia  
FY2019-20  
BUILDING INSPECTIONS**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,909,127	3,247,927	3,315,173	67,246	2.1%
50101 Full-Time Salaries and Wages - Overtime	12,557	17,190	17,190	0	0.0%
50104 Temporary Salaries and Wages - Regular	6,762	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,440	3,661	4,417	756	20.7%
50109 Vacancy Savings	0	-76,299	-79,201	-2,902	-3.8%
50110 FICA	217,863	249,826	254,925	5,099	2.0%
50111 Retirement VRS	377,141	432,201	440,587	8,386	1.9%
50112 Hospital/Medical Plans	372,210	471,714	517,302	45,588	9.7%
50113 Group Insurance - Life (VRS)	37,787	42,671	43,428	757	1.8%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	765	84,542	84,542	0	0.0%
50220 Lease/Rent Of Equipment	3,512	3,000	3,000	0	0.0%
50240 Printing and Binding	162	2,000	2,000	0	0.0%
50250 Advertising	886	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	144,314	186,698	186,048	-650	-0.3%
50410 Postal Services	3,574	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	39,361	50,466	50,636	170	0.3%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	7,807	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	445	950	950	0	0.0%
50455 Tuition	798	4,380	4,380	0	0.0%
50500 Office Supplies	16,831	33,000	33,000	0	0.0%
50501 Food Supplies and Food Service Supplies	74	500	500	0	0.0%
50506 Repair and Maintenance Supplies	99	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	3,887	8,364	8,844	480	5.7%

<b>Account Description</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50512 Books and Subscriptions	7,356	8,288	8,288	0	0.0%
50514 Other Operating Supplies	915	1,100	1,100	0	0.0%
50517 Small Tools	398	3,349	3,349	0	0.0%
50521 Computer Software	1,008	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	903	7,115	7,115	0	0.0%
50815 Computer Equipment-New Less Than \$5000	2,406	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	0	300	300	0	0.0%
50841 Machinery and Equipment-Rehabilitation	12,113	0	0	0	0.0%
50911 Interdepartmental Billings	-167,183	-170,785	-171,550	-765	-0.4%
<b>Total Department</b>	<b>4,016,318</b>	<b>4,650,667</b>	<b>4,774,832</b>	<b>124,165</b>	<b>2.7%</b>



**Operating Line Item Budget By Cost Center**  
**Henrico County, Virginia**  
**FY2019-20**  
**BUILDING INSPECTIONS**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>33001 Building Inspections</b>					
50100 Full-Time Salaries and Wages - Regular	2,649,053	2,894,083	2,952,312	58,229	2.0%
50101 Full-Time Salaries and Wages - Overtime	7,844	11,590	11,590	0	0.0%
50104 Temporary Salaries and Wages - Regular	6,762	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,267	2,969	3,934	965	32.5%
50109 Vacancy Savings	0	-67,647	-70,525	-2,878	-4.3%
50110 FICA	198,164	222,329	226,738	4,409	2.0%
50111 Retirement VRS	343,614	385,175	392,363	7,188	1.9%
50112 Hospital/Medical Plans	331,492	414,783	454,869	40,086	9.7%
50113 Group Insurance - Life (VRS)	34,411	38,036	38,675	639	1.7%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	3,512	3,000	3,000	0	0.0%
50240 Printing and Binding	162	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	117,359	157,952	157,952	0	0.0%
50410 Postal Services	3,489	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	33,392	42,897	42,897	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	7,807	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	445	950	950	0	0.0%
50455 Tuition	798	4,080	4,080	0	0.0%
50500 Office Supplies	15,276	30,000	30,000	0	0.0%
50501 Food Supplies and Food Service Supplies	74	500	500	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50511 Uniforms/Wearing Apparel/ITEMS	2,146	4,540	4,540	0	0.0%
50512 Books and Subscriptions	7,186	7,688	7,688	0	0.0%
50514 Other Operating Supplies	761	1,100	1,100	0	0.0%
50517 Small Tools	398	1,953	1,953	0	0.0%
50521 Computer Software	1,008	5,325	5,325	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	0	300	300	0	0.0%
50841 Machinery and Equipment-Rehabilitation	12,113	0	0	0	0.0%
<b>Total Cost Center</b>	<b>3,779,533</b>	<b>4,186,387</b>	<b>4,295,025</b>	<b>108,638</b>	<b>2.6%</b>



**Operating Line Item Budget By Cost Center**  
**Henrico County, Virginia**  
**FY2019-20**  
**BUILDING INSPECTIONS**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>33002 Community Maintenance</b>					
50100 Full-Time Salaries and Wages - Regular	260,074	353,844	362,861	9,017	2.5%
50101 Full-Time Salaries and Wages - Overtime	4,713	5,600	5,600	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	173	692	483	-209	-30.2%
50109 Vacancy Savings	0	-8,652	-8,676	-24	-0.3%
50110 FICA	19,699	27,497	28,187	690	2.5%
50111 Retirement VRS	33,527	47,026	48,224	1,198	2.5%
50112 Hospital/Medical Plans	40,718	56,931	62,433	5,502	9.7%
50113 Group Insurance - Life (VRS)	3,376	4,635	4,753	118	2.5%
50209 Other Professional Services	765	84,542	84,542	0	0.0%
50250 Advertising	886	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	26,955	28,746	28,096	-650	-2.3%
50410 Postal Services	85	1,000	1,000	0	0.0%
50412 Telecommunications	5,969	7,569	7,739	170	2.2%
50455 Tuition	0	300	300	0	0.0%
50500 Office Supplies	1,555	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	99	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,741	3,824	4,304	480	12.6%
50512 Books and Subscriptions	170	600	600	0	0.0%
50514 Other Operating Supplies	154	0	0	0	0.0%
50517 Small Tools	0	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	903	7,115	7,115	0	0.0%
50815 Computer Equipment-New Less Than \$5000	2,406	0	0	0	0.0%



<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50911 Interdepartmental Billings	-167,183	-170,785	-171,550	-765	-0.4%
<b>Total Cost Center</b>	<b>236,785</b>	<b>464,280</b>	<b>479,807</b>	<b>15,527</b>	<b>3.3%</b>