

# 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, Bawdy Places, and Derelict Buildings 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 2021 SUMMARY

### Annual Fiscal Plan

Description	FY19	FY20	FY21	Change
	Actual	Original	Proposed	20 to 21
Personnel	\$ 4,268,320	\$ 4,513,821	\$ 4,664,454	3.3%
Operation	291,426	432,261	432,261	0.0%
Capital	0	300	300	0.0%
Sub-Total	\$ 4,559,746	\$ 4,946,382	\$ 5,097,015	3.0%
Interdepartmental Billings	(166,009)	(171,550)	(177,599)	3.5%
Total Budget	\$ 4,393,737	\$ 4,774,832	\$ 4,919,416	3.0%
Personnel Complement	58	58	58	0

## Building Inspections

### PERFORMANCE MEASURES

	Performance Measures			Change
	FY19	FY20	FY21	20 to 21
<b>Workload Measures</b>				
Building Inspections	37,855	41,000	41,000	0
Electrical Inspections	19,926	20,000	20,000	0
Mechanical Inspections	14,022	14,000	14,000	0
Plumbing Inspections	19,278	20,000	20,000	0
Fire Protection Inspections	4,380	5,000	5,000	0
Elevator Inspections	328	250	250	0
Sign Inspections	822	1,000	1,000	0
Total Inspections	96,611	101,250	101,250	0
Total Permits Issued	15,969	16,000	16,000	0
Single Family Permits Issued	924	900	900	0
Existing Structure Inspections	5,597	5,500	5,500	0
FOG Inspections	217	300	300	0
<b>Efficiency Measures</b>				
Residential Inspections/Inspector/Day	16	15	16	1
Mech./Plumbing Inspections/Inspector/Day	19	21	21	0
Electrical Inspections/Inspector/Day	16	17	17	0
Fire Protection Inspections/Inspector/Day	6	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 FY2020-21 budget for the Department is \$4,919,416, an increase of \$144,584 or 3.0 percent when compared to the FY2019-20 approved budget. This increase is reflected in the personnel component, attributable to a merit-based salary increase and benefit rate changes. However, some of these personnel increases are offset by increased interdepartmental billings. The operating and capital components remain 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 FY2019-20 and FY2020-21.

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 FY2020-21 totals \$4,426,023. This reflects an increase of \$130,998 in personnel expenses when compared to the FY2019-20 approved budget. The operating budget is unchanged from the previous fiscal year. Capital outlay also remains flat for FY2020-21.

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 \$493,393, which is an increase of \$13,586 when compared to the prior fiscal year.

The budgetary growth in the personnel areas of both divisions is due to a merit-based salary increase as well as increased benefit 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 \$177,599. 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 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 aiding improving the properties in these areas.



Department Operating Budget  
Henrico County, Virginia  
FY2020-21  
BUILDING INSPECTIONS

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,129,159	3,315,173	3,393,386	78,213	2.4%
50101 Full-Time Salaries and Wages - Overtime	14,708	17,190	17,190	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,741	4,417	4,531	114	2.6%
50109 Vacancy Savings	0	-79,201	-81,563	-2,362	-3.0%
50110 FICA	232,729	254,925	260,908	5,983	2.3%
50111 Retirement VRS	414,015	440,587	475,073	34,486	7.8%
50112 Hospital/Medical Plans	433,136	517,302	548,100	30,798	6.0%
50113 Group Insurance - Life (VRS)	40,832	43,428	46,829	3,401	7.8%
50207 Professional Education Services	30	4,250	4,250	0	0.0%
50209 Other Professional Services	18,965	84,542	84,542	0	0.0%
50220 Lease/Rent Of Equipment	3,481	3,000	3,000	0	0.0%
50240 Printing and Binding	304	2,000	2,000	0	0.0%
50250 Advertising	862	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	156,122	186,048	186,048	0	0.0%
50410 Postal Services	3,829	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	49,888	50,636	50,636	0	0.0%
50430 Mileage	14	200	200	0	0.0%
50431 Education and Training	9,621	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	445	950	950	0	0.0%
50455 Tuition	1,137	4,380	4,380	0	0.0%
50500 Office Supplies	18,215	33,000	33,000	0	0.0%
50501 Food Supplies and Food Service Supplies	220	500	500	0	0.0%
50506 Repair and Maintenance Supplies	178	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	5,753	8,844	8,844	0	0.0%
50512 Books and Subscriptions	19,723	8,288	8,288	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50514 Other Operating Supplies	623	1,100	1,100	0	0.0%
50517 Small Tools	1,526	3,349	3,349	0	0.0%
50521 Computer Software	220	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	270	7,115	7,115	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	0	300	300	0	0.0%
50911 Interdepartmental Billings	-166,009	-171,550	-177,599	-6,049	-3.5%
Total Department	4,393,737	4,774,832	4,919,416	144,584	3.0%



**Operating Line Item Budget By Cost Center**  
**Henrico County, Virginia**  
**FY2020-21**  
**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	2,855,407	2,952,312	3,019,640	67,328	2.3%
50101 Full-Time Salaries and Wages - Overtime	10,467	11,590	11,590	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,505	3,934	4,045	111	2.8%
50109 Vacancy Savings	0	-70,525	-72,580	-2,055	-2.9%
50110 FICA	211,890	226,738	231,889	5,151	2.3%
50111 Retirement VRS	377,611	392,363	422,749	30,386	7.7%
50112 Hospital/Medical Plans	392,349	454,869	481,950	27,081	6.0%
50113 Group Insurance - Life (VRS)	37,244	38,675	41,671	2,996	7.7%
50207 Professional Education Services	30	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	3,481	3,000	3,000	0	0.0%
50240 Printing and Binding	265	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	128,649	157,952	157,952	0	0.0%
50410 Postal Services	3,719	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	42,794	42,897	42,897	0	0.0%
50430 Mileage	14	200	200	0	0.0%
50431 Education and Training	9,621	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	445	950	950	0	0.0%
50455 Tuition	1,068	4,080	4,080	0	0.0%
50500 Office Supplies	16,434	30,000	30,000	0	0.0%
50501 Food Supplies and Food Service Supplies	220	500	500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	3,068	4,540	4,540	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50512 Books and Subscriptions	19,178	7,688	7,688	0	0.0%
50514 Other Operating Supplies	623	1,100	1,100	0	0.0%
50517 Small Tools	1,379	1,953	1,953	0	0.0%
50521 Computer Software	220	5,325	5,325	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	0	300	300	0	0.0%
Total Cost Center	4,119,681	4,295,025	4,426,023	130,998	3.0%
33002 Community Maintenance					
50100 Full-Time Salaries and Wages - Regular	273,752	362,861	373,746	10,885	3.0%
50101 Full-Time Salaries and Wages - Overtime	4,241	5,600	5,600	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	236	483	486	3	0.6%
50109 Vacancy Savings	0	-8,676	-8,983	-307	-3.5%
50110 FICA	20,839	28,187	29,019	832	3.0%
50111 Retirement VRS	36,404	48,224	52,324	4,100	8.5%
50112 Hospital/Medical Plans	40,787	62,433	66,150	3,717	6.0%
50113 Group Insurance - Life (VRS)	3,588	4,753	5,158	405	8.5%
50209 Other Professional Services	18,965	84,542	84,542	0	0.0%
50240 Printing and Binding	39	0	0	0	0.0%
50250 Advertising	862	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	27,473	28,096	28,096	0	0.0%
50410 Postal Services	110	1,000	1,000	0	0.0%
50412 Telecommunications	7,094	7,739	7,739	0	0.0%
50455 Tuition	69	300	300	0	0.0%
50500 Office Supplies	1,781	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	178	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	2,685	4,304	4,304	0	0.0%
50512 Books and Subscriptions	545	600	600	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50517 Small Tools	147	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	270	7,115	7,115	0	0.0%
50911 Interdepartmental Billings	-166,009	-171,550	-177,599	-6,049	-3.5%
Total Cost Center	274,056	479,807	493,393	13,586	2.8%