

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 2023 SUMMARY

Annual Fiscal Plan

Description	FY21 Actual	FY22 Original	FY23 Proposed	Change 22 to 23
Personnel	\$ 4,400,536	\$ 4,870,725	\$ 5,170,158	6.1%
Operation	456,343	405,920	405,920	0.0%
Capital	569	300	300	0.0%
Sub-Total	\$ 4,857,448	\$ 5,276,945	\$ 5,576,378	5.7%
Interdepartmental Billings	(142,072)	(149,742)	(156,158)	4.3%
Total Budget	\$ 4,715,376	\$ 5,127,203	\$ 5,420,220	5.7%
Personnel Complement	58	58	58	0

Building Inspections

PERFORMANCE MEASURES

Performance Measures				
	FY21	FY22	FY23	Change 22 to 23
Workload Measures				
Building Inspections	33,794	33,000	33,500	500
Electrical Inspections	20,691	20,500	21,000	500
Mechanical Inspections	14,114	14,000	14,500	500
Plumbing Inspections	18,150	18,000	18,500	500
Fire Protection Inspections	3,444	3,500	4,000	500
Elevator Inspections	243	250	300	50
Sign Inspections	721	750	800	50
Total Inspections	91,157	90,000	92,600	2,600
Total Permits Issued	16,546	16,500	16,500	0
Single Family Permits Issued	825	800	800	0
Existing Structure Inspections	3,016	4,000	4,500	500
FOG Inspections	71	150	200	50
Efficiency Measures				
Residential Inspections/Inspector/Day	14	15	16	1
Mech./Plumbing Inspections/Inspector/Day	16	18	20	2
Electrical Inspections/Inspector/Day	15	16	17	1
Fire Protection Inspections/Inspector/Day	6	6	7	1
Commercial Inspections/Inspector/Day	10	10	11	1
Avg. # of Inspections/Single Family w/ Fire Spklrs	35	35	35	0
Avg. # of Inspections/Single Family Dwelling No Fire Spklrs	40	40	40	0

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

The total FY23 proposed budget is \$5,420,220 representing an increase of \$293,017, or 5.7%, when compared to the FY22 approved budget. This increase is reflected in the personnel component including benefit rate changes and a merit-based salary increase. Operating and capital remain at FY22 levels.

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.

The Building Inspections section's budget for FY23 totals \$4,899,694. This reflects an increase of \$262,265 in personnel expenses when compared to the FY22 approved budget primarily reflecting increases in benefit rates. The operating budget is unchanged from the previous fiscal year with funds shifted between accounts to address operational requirements. Capital outlay remains flat for FY23.

Building Inspections

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 \$520,526, which is an increase of \$30,752 when compared to the prior fiscal year. The increase is entirely reflected in the personnel component as operating expenses match funding in the prior fiscal year.

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 \$156,158. 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
FY2022-23
BUILDING INSPECTIONS**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,185,088	3,564,578	3,732,851	168,273	4.7%
50101 Full-Time Salaries and Wages - Overtime	13,051	17,190	17,190	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,766	5,655	5,468	-187	-3.3%
50109 Vacancy Savings	0	-119,862	-134,262	-14,400	-12.0%
50110 FICA	236,515	274,006	286,155	12,149	4.4%
50111 Retirement VRS	446,373	499,040	617,040	118,000	23.6%
50112 Hospital/Medical Plans	474,492	580,928	593,456	12,528	2.2%
50113 Group Insurance - Life (VRS)	41,251	49,190	52,260	3,070	6.2%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	196,407	70,000	70,000	0	0.0%
50220 Lease/Rent Of Equipment	3,080	3,000	3,000	0	0.0%
50240 Printing and Binding	217	2,000	2,000	0	0.0%
50250 Advertising	447	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	162,812	175,943	175,943	0	0.0%
50410 Postal Services	2,730	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	59,858	60,741	60,741	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	130	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	270	950	950	0	0.0%
50455 Tuition	219	4,380	4,380	0	0.0%
50500 Office Supplies	7,474	30,000	30,000	0	0.0%
50501 Food Supplies and Food Service Supplies	10	500	500	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,388	8,844	8,844	0	0.0%
50512 Books and Subscriptions	20,447	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	457	1,100	1,100	0	0.0%
50517 Small Tools	397	3,349	3,349	0	0.0%
50521 Computer Software	0	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	0	5,000	5,000	0	0.0%
50815 Computer Equipment-New Less Than \$5000	269	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	300	300	300	0	0.0%
50911 Interdepartmental Billings	-142,072	-149,742	-156,158	-6,416	-4.3%
Total Department	4,715,376	5,127,203	5,420,220	293,017	5.7%



**Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2022-23
BUILDING INSPECTIONS**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
33001 Building Inspections					
50100 Full-Time Salaries and Wages - Regular	2,954,928	3,200,562	3,346,588	146,026	4.6%
50101 Full-Time Salaries and Wages - Overtime	8,773	11,590	11,590	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,766	4,911	4,948	37	0.8%
50109 Vacancy Savings	0	-107,310	-120,369	-13,059	-12.2%
50110 FICA	218,775	245,730	256,177	10,447	4.3%
50111 Retirement VRS	419,429	448,078	553,191	105,113	23.5%
50112 Hospital/Medical Plans	445,332	510,816	521,832	11,016	2.2%
50113 Group Insurance - Life (VRS)	38,761	44,167	46,852	2,685	6.1%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	3,080	3,000	3,000	0	0.0%
50240 Printing and Binding	217	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	134,689	147,847	147,847	0	0.0%
50410 Postal Services	2,520	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	52,432	53,002	53,002	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	130	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	270	950	950	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50455 Tuition	219	4,080	4,080	0	0.0%
50500 Office Supplies	7,072	27,000	27,000	0	0.0%
50501 Food Supplies and Food Service Supplies	10	500	500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	788	4,540	4,540	0	0.0%
50512 Books and Subscriptions	20,386	7,688	7,688	0	0.0%
50514 Other Operating Supplies	457	1,100	1,100	0	0.0%
50517 Small Tools	274	1,953	1,953	0	0.0%
50521 Computer Software	0	5,325	5,325	0	0.0%
50815 Computer Equipment-New Less Than \$5000	269	0	0	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	300	300	300	0	0.0%
Total Cost Center	4,312,877	4,637,429	4,899,694	262,265	5.7%
33002 Community Maintenance					
50100 Full-Time Salaries and Wages - Regular	230,160	364,016	386,263	22,247	6.1%
50101 Full-Time Salaries and Wages - Overtime	4,278	5,600	5,600	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	0	744	520	-224	-30.1%
50109 Vacancy Savings	0	-12,552	-13,893	-1,341	-10.7%
50110 FICA	17,740	28,276	29,978	1,702	6.0%
50111 Retirement VRS	26,944	50,962	63,849	12,887	25.3%
50112 Hospital/Medical Plans	29,160	70,112	71,624	1,512	2.2%
50113 Group Insurance - Life (VRS)	2,490	5,023	5,408	385	7.7%
50209 Other Professional Services	196,407	70,000	70,000	0	0.0%
50250 Advertising	447	3,500	3,500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50310 Automotive/Motor Pool	28,123	28,096	28,096	0	0.0%
50410 Postal Services	210	1,000	1,000	0	0.0%
50412 Telecommunications	7,426	7,739	7,739	0	0.0%
50455 Tuition	0	300	300	0	0.0%
50500 Office Supplies	402	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	600	4,304	4,304	0	0.0%
50512 Books and Subscriptions	61	600	600	0	0.0%
50517 Small Tools	123	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	0	5,000	5,000	0	0.0%
50911 Interdepartmental Billings	-142,072	-149,742	-156,158	-6,416	-4.3%
Total Cost Center	402,499	489,774	520,526	30,752	6.3%