

# 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 2024 SUMMARY

### Annual Fiscal Plan

Description	FY22 Actual	FY23 Original	FY24 Proposed	Change 23 to 24
Personnel	\$ 4,549,437	\$ 5,170,158	\$ 5,486,629	6.1%
Operation	295,584	405,920	410,728	1.2%
Capital	1,017	300	300	0.0%
Sub-Total	\$ 4,846,038	\$ 5,576,378	\$ 5,897,657	5.8%
Interdepartmental Billings	(130,213)	(156,158)	(156,158)	0.0%
Total Budget	\$ 4,715,825	\$ 5,420,220	\$ 5,741,499	5.9%
Personnel Complement	58	58	58	0

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**PERFORMANCE MEASURES**

<b>Performance Measures</b>				
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Change 23 to 24</b>
<b>Workload Measures</b>				
Building Inspections	24,258	25,000	25,000	0
Electrical Inspections	14,939	15,000	15,000	0
Mechanical Inspections	9,189	10,000	10,000	0
Plumbing Inspections	12,631	13,000	13,000	0
Fire Protection Inspections	3,539	3,500	3,500	0
Elevator Inspections	248	200	200	0
Sign Inspections	685	500	500	0
Total Inspections	65,489	67,200	67,200	0
Total Permits Issued	16,590	15,000	15,000	0
Single Family Permits Issued	707	700	700	0
Total New Construction Inspections	65,489	70,000	70,000	0
Existing Structure Inspections	6,062	6,000	6,000	0
FOG Inspections	98	100	100	0
<b>Efficiency Measures</b>				
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

**BUDGET HIGHLIGHTS**

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

The total FY24 proposed budget is \$5,741,499 representing an increase of \$321,279, or 5.9%, when compared to the FY23 approved budget.

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 FY24 totals \$5,193,015. This reflects a total increase of \$293,321. The personnel budget reflects an increase of \$289,109. The operating budget has increased by \$4,212. Capital outlay remains flat for FY24.

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 \$548,484,

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which is an increase of \$27,958 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  
FY2023-24  
BUILDING INSPECTIONS**

<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>
50100	Full-Time Salaries and Wages - Regular	3,267,955	3,732,851	3,952,637	219,786	5.9%
50101	Full-Time Salaries and Wages - Overtime	31,667	17,190	28,780	11,590	67.4%
50108	Hybrid Disability Prgm (Prev Wage Adj)	5,524	5,468	7,590	2,122	38.8%
50109	Vacancy Savings	0	-134,262	-138,899	-4,637	-3.5%
50110	FICA	244,754	286,155	304,551	18,396	6.4%
50111	Retirement VRS	468,982	617,040	653,312	36,272	5.9%
50112	Hospital/Medical Plans	487,326	593,456	623,326	29,870	5.0%
50113	Group Insurance - Life (VRS)	43,229	52,260	55,332	3,072	5.9%
50207	Professional Education Services	0	4,250	4,250	0	0.0%
50209	Other Professional Services	24,583	70,000	70,000	0	0.0%
50220	Lease/Rent Of Equipment	2,918	3,000	3,000	0	0.0%
50240	Printing and Binding	55	2,000	2,000	0	0.0%
50250	Advertising	820	3,500	3,500	0	0.0%
50310	Automotive/Motor Pool	171,224	175,943	175,943	0	0.0%
50410	Postal Services	2,629	6,000	6,000	0	0.0%
50411	Messenger Services	0	150	150	0	0.0%
50412	Telecommunications	68,130	60,741	60,741	0	0.0%
50430	Mileage	0	200	200	0	0.0%
50431	Education and Training	3,652	10,000	10,000	0	0.0%
50450	Dues And Association Memberships	270	950	950	0	0.0%
50455	Tuition	2,400	4,380	4,380	0	0.0%
50500	Office Supplies	6,660	30,000	30,000	0	0.0%
50501	Food Supplies and Food Service Supplies	1,313	500	500	0	0.0%
50506	Repair and Maintenance Supplies	270	2,400	2,400	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	3,355	8,844	12,840	3,996	45.2%
50512	Books and Subscriptions	6,158	8,288	9,100	812	9.8%

<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>
50514 Other Operating Supplies	426	1,100	1,100	0	0.0%
50517 Small Tools	309	3,349	3,349	0	0.0%
50521 Computer Software	412	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	0	5,000	5,000	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$10,000	1,017	0	0	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	0	300	300	0	0.0%
50911 Interdepartmental Billings	-130,213	-156,158	-156,158	0	0.0%
<b>Total Department</b>	<b>4,715,825</b>	<b>5,420,220</b>	<b>5,741,499</b>	<b>321,279</b>	<b>5.9%</b>



## Operating Line Item Budget By Cost Center Henrico County, Virginia FY2023-24 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	3,033,745	3,346,588	3,540,089	193,501	5.8%
50101 Full-Time Salaries and Wages - Overtime	21,881	11,590	11,590	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	5,443	4,948	6,690	1,742	35.2%
50109 Vacancy Savings	0	-120,369	-124,402	-4,033	-3.4%
50110 FICA	226,581	256,177	271,679	15,502	6.1%
50111 Retirement VRS	435,351	553,191	585,124	31,933	5.8%
50112 Hospital/Medical Plans	444,730	521,832	569,591	47,759	9.2%
50113 Group Insurance - Life (VRS)	40,121	46,852	49,557	2,705	5.8%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	2,918	3,000	3,000	0	0.0%
50240 Printing and Binding	55	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	141,518	147,847	147,847	0	0.0%
50410 Postal Services	2,332	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	60,812	53,002	53,002	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	3,652	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	270	950	950	0	0.0%
50455 Tuition	2,400	4,080	4,080	0	0.0%
50500 Office Supplies	5,245	27,000	27,000	0	0.0%
50501 Food Supplies and Food Service Supplies	1,313	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	1,601	4,540	7,940	3,400	74.9%
50512 Books and Subscriptions	5,899	7,688	8,500	812	10.6%
50514 Other Operating Supplies	426	1,100	1,100	0	0.0%
50517 Small Tools	120	1,953	1,953	0	0.0%
50521 Computer Software	412	5,325	5,325	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$10,000	1,017	0	0	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	0	300	300	0	0.0%
<b>Total Cost Center</b>	<b>4,437,842</b>	<b>4,899,694</b>	<b>5,193,015</b>	<b>293,321</b>	<b>6.0%</b>
<b>33002 Community Maintenance</b>					
50100 Full-Time Salaries and Wages - Regular	234,210	386,263	412,548	26,285	6.8%
50101 Full-Time Salaries and Wages - Overtime	9,786	5,600	17,190	11,590	207.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	81	520	900	380	73.1%
50109 Vacancy Savings	0	-13,893	-14,497	-604	-4.3%
50110 FICA	18,173	29,978	32,872	2,894	9.7%
50111 Retirement VRS	33,631	63,849	68,188	4,339	6.8%
50112 Hospital/Medical Plans	42,596	71,624	53,735	-17,889	-25.0%
50113 Group Insurance - Life (VRS)	3,108	5,408	5,775	367	6.8%
50209 Other Professional Services	24,583	70,000	70,000	0	0.0%
50250 Advertising	820	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	29,706	28,096	28,096	0	0.0%
50410 Postal Services	297	1,000	1,000	0	0.0%
50412 Telecommunications	7,318	7,739	7,739	0	0.0%
50455 Tuition	0	300	300	0	0.0%
50500 Office Supplies	1,415	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	270	2,400	2,400	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	1,754	4,304	4,900	596	13.8%
50512 Books and Subscriptions	259	600	600	0	0.0%
50517 Small Tools	189	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	0	5,000	5,000	0	0.0%
50911 Interdepartmental Billings	-130,213	-156,158	-156,158	0	0.0%
<b>Total Cost Center</b>	<b>277,983</b>	<b>520,526</b>	<b>548,484</b>	<b>27,958</b>	<b>5.4%</b>