

KEY WORKPLAN ITEMS

1. Administer and enforce the Virginia Uniform Statewide Building Codes to protect health, safety and welfare of citizens
2. Review residential and commercial building permit applications and associated plans to ensure compliance with building codes
3. Conduct required building inspections and issue Certificate of Occupancy
4. Respond by conducting a field investigation and preparing a formal notice of violation for building code violations within 3 business days
5. Assist customers in answering questions related to building code issues in an efficient manner, providing appropriate code research quickly in order to support the citizen’s project goals
6. Educate citizens and provide prompt responses to unique and newly adopted building code requirements through in office staff support for walk-in customers, email and phone inquiries, and daily e-subscribe mailings

BUDGET SUMMARY

	FY 11 Adopted	FY 12 Plan	FY 12 Adopted
Personnel	\$ 887,524	\$ 894,892	\$ 926,917
Operating	56,858	57,578	56,100
Capital	-	-	500
Total	<u>\$ 944,382</u>	<u>\$ 952,470</u>	<u>\$ 983,517</u>

PERSONNEL

Full-time Personnel	13	13	13
Part-time Personnel	1	1	1

PERFORMANCE MEASURES

	FY 09 Actual	FY 10 Actual	FY 11 Adopted	FY 12 Adopted
# Inspections performed	27,122	27,192	20,116	28,000
# Building permits issued	6,453	5,911	4,789	6,400
% Residential plans returned within 5 working days	95%	99%	98%	95%

BUDGET COMMENTS

This division has been renamed from Code Compliance to be more descriptive of its role and the benefits to the community. The services to the community remain the same. Temporary hours have been added for plan review purposes.