



**Caroline County, Virginia
Fiscal Year 2006-2007 Adopted Budget**

Function: Public Safety
Department/Officer: Building Inspection
Division: Building Inspection

Mission:

The purpose of the Inspection Department is to ensure safety to life and property from hazards incident to building design, construction, use, repair, removal or demolition. Also, to ensure that all new construction comply with nationally recognized, and State mandated codes and standards. This is accomplished through the efficient review of plans and specifications and by prompt, fair and accurate inspections of all aspects of construction.

Budget Unit Description/Activities:

The responsibilities of this department include but are not limited to the following:

- Review plans and specifications for compliance with National and State Codes;
- Meet and advise owners, contractors, subcontractors, architects, engineers, developers, and others regarding construction codes and plans;
- Inspect all aspects of construction for code compliance including but not limited to structural, electrical, plumbing, mechanical, fire protection systems, American with disabilities access site work, concrete and masonry, and general workmanship;
- Issue certificate of occupancy upon completion of projects;
- Investigate all complaints;
- Post stop work orders when serious problems arise;
- Serve notice of violation on anyone causing a code violation;
- Confer with County Attorney and prosecute persons violating building code;
- Assist the public with any questions or concerns they may present;
- Represent the County as an expert in the field of Code Administration and Enforcement; and
- Propose ordinance changes to the Board of Supervisors.

Building inspection personnel meet and conduct business with a more diversified clientele than any other branch of County government. Persons representing every type of profession, business, vocation, trade or craft will visit or contact the Inspection Department at one time or another requesting information or service.

Fiscal Year 2006-2007 Goals/Objectives:

- Ensure safety to life and property from hazardous incidents to building design, construction, use, repair, removal or demolition
- Ensure that all new construction complies with nationally recognized and state mandated codes and standards
- Promote training to ensure qualified personnel are available to render services to the public
- Implement updated computer resource programs
- Assist citizens who do not understand building codes and cannot afford to hire a contractor with their construction questions and problems
- Review and permit 90% of completed residential applications, additions, and garages within 21 working days of complete application.
- Review and permit 100% of completed commercial, industrial, and institutional applications within 30 working days of complete application.

- Review and permit 100% of completed deck, porch, accessory structures (non-commercial) and manufactured homes in mobile home parks within 21 working days of complete application.
- Perform at least 20 property maintenance inspections.

Service Level/Performance Statistics:

<u>Description</u>	FY 2002- 2003 <u>Actual</u>	FY 2003- 2004 <u>Actual</u>	FY 2004- 2005 <u>Actual</u>	FY 2005- 2006 <u>Estimated</u>	FY 2006- 2007 <u>Projected</u>
Total Inspections Performed	7,181	10,969	16,702	17,114	17,970
Permits Issued:					
Single Family Dwellings	330	504	639	600	630
Manufactured Homes	40	31	27	25	25
Manufactured Homes/Mobile Home Park	32	16	12	2	15
Duplexes	0	0	0	0	0
Multi-Family	4	3	4	0	2
Commercial Structures	7	11	7	18	16
Communication Towers	0	0	0	1	1
Antennas on Communication Towers	2	5	0	2	2
Miscellaneous Permits	505	634	815	440	850

Budget Highlights:

No significant changes are adopted in Fiscal Year 2006-2007 Budget for this unit.

Budgeted Funding and Expenditures:

	FY 2004-05 <u>Budget</u>	FY 2004-05 <u>Actual</u>	FY 2005-06 Amended <u>Budget</u>	FY 2006-07 Adopted <u>Budget</u>	Change <u>Amount</u>	<u>%</u>
<u>Funding Sources:</u>						
General Local Revenue	\$ (75,583)	\$ (244,642)	\$ (286,871)	\$ (250,270)	\$ 36,601	-12.8%
Permits, Fees & Charges	\$ 383,540	\$ 556,312	\$ 748,318	\$ 726,850	\$ (21,468)	-2.9%
Categorical Aid: State	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Federal	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Local	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 307,957	\$ 311,670	\$ 461,447	\$ 476,580	\$ 15,133	3.3%
<u>Expenditures:</u>						
Personnel Services	\$ 191,711	\$ 197,578	\$ 302,976	\$ 316,973	\$ 13,997	4.6%
Employee Benefits	\$ 63,390	\$ 56,039	\$ 114,267	\$ 110,737	\$ (3,530)	-3.1%
Purchased Services	\$ 2,700	\$ 6,756	\$ 4,200	\$ 5,800	\$ 1,600	38.1%
Other Charges	\$ 15,406	\$ 10,942	\$ 17,254	\$ 18,840	\$ 1,586	9.2%
Materials & Supplies	\$ 9,100	\$ 16,457	\$ 14,450	\$ 18,830	\$ 4,380	30.3%
Capital Outlay	\$ 25,650	\$ 23,898	\$ 8,300	\$ 5,400	\$ (2,900)	-34.9%
Total	\$ 307,957	\$ 311,670	\$ 461,447	\$ 476,580	\$ 15,133	3.3%