

PERMITS AND INSPECTIONS SERVICES

HOUSING & ENFORCEMENT

FUNCTION

1150

APPROPRIATIONS	\$	4,769,527
FRINGES	\$	2,280,725
TOTAL APPROPRIATIONS	\$	<u>7,050,252</u>
REVENUE	\$	997,800
NET COST	\$	<u><u>(6,052,452)</u></u>

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement #65-1150

Licenses & Permits #65-1151

Goals

1. Provide high quality, professional and courteous public services for citizens, residents, business owners and taxpayers of the City.
2. Services include permitting and licensing services, single-dwellings inspections, multiple dwellings inspections, building code review, slum and blight inspections, new construction inspections, plumbing inspections, electrical inspections, demolition inspections, fuel device services, plan review elevator inspections, rental registry services, and city court services.
3. Provide accessible information and resources related to these services via person, via telephone, via website (on-line services), or via any other technology that may be available.
3. Enforce compliance to city codes and laws with respect to permit, license and inspections services.
4. Ensure public safety and welfare pursuant to code enforcement.
5. Cooperate with block clubs and community based organizations with respect to permit, license and inspections services.
6. To aggressively focus on code enforcement of deteriorated structures throughout the City of Buffalo with emphasis on older, masonry buildings of historic significance.
7. Utilize the new Hansen 8 system so as to provide more efficiency and improve the quality of work.
8. To make it easier to access the departmental website to apply for E-Permits and utilize the newly refurbished permit fee system.
9. Facilitate the issuance of building, electrical and plumbing permits while assuring compliance with all codes, rules and regulations that may be applicable.

Activities

1. Inspect residential and commercial properties in City of Buffalo to ensure compliance with all applicable City Ordinances (zoning, maintenance, building construction, licensing, etc.), New York Title 19 of New York Codes, Rules and Regulations, and Federal regulations (handicap, energy, etc.).
2. Initiate court action when warranted, prepare related summonses, and process new and adjourned cases to be heard in City of Buffalo Housing Court.
3. Investigate, respond and close 311 calls which continue to expand on an annual basis.
4. Issue accurate letters of violation and notices to repair or demolish, to property owners or agents of record. Conduct in-depth investigations of negligent home improvement contractors as well as investigation of property complaints.
5. Issue Certificates of Registration for multiple dwellings, Certificates of Occupancy for all structures when required, and Certificates of Compliance for all work performed in conjunction with all permits. Provide testing for electrical, plumbing and fuel devices, and issue licenses to those individuals who fulfill the requirements.
6. Adhere to the standards of the City of Buffalo, Department of Labor and the Department of Environmental Conservation.
7. Coordinate the collection of delinquent accounts for Licenses, Demolitions and Rental Registry.
8. Provide Inspections of approximately 75 Bingo organizations and audit financial reports for every game of chance played, to ensure that the organization and municipality receives the revenues due them. Record, file and maintain these records.
9. Hold hearings that could result in suspension or revocation of licenses and permits that have been issued, due to misconduct, inadequate performance, misrepresentation or blatant disregard of the ordinances.
10. Review blueprints and related documents submitted to the City's Permit Office. Blueprints are analyzed for compliance with applicable building codes and construction standards.
11. Confer with architects, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
12. Generate court action in cases of gross negligence and violations of compliance.
13. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
14. Review applications, site plans and blueprints, make field inspections for application and appearance before the New York State Variance Board.
15. Prepare formal responses to the New York Department of State with respect to State variance applications.
16. Perform field investigations and inspections of building sites as requested by the Department.
17. Record, file and maintain the official records resulting from these operations.

Work Program Statistics

	Actual 2013-2014	Actual 2014-2015	Estimate 2015-2016
Inspections Conducted	65,000	67,000	68,500
New Court Cases	1,790	2,000	2,280
Adjourned Court Cases Processed	2,800	3,300	2,600
Demolitions Completed – City Owned	300	325	350
Demolitions Completed – Privately Owned	40	150	90
Demolitions Completed – Privately Owned (by owner cost at no cost to City)	125	50	30
Certificates of Registration for MDs	315	400	410
Certificates of Occupancy issued for MDs	300	450	545
New Construction Certificates of Occupancy	150	175	185
Conditional Certificate of Occupancy	50	100	70
Certificate of Compliance	200	275	350
No. new liens placed against fire insurance proceeds of fire-damaged properties	30	45	27
No. settled cases for which funds have been collected	15	15	10
Funds recovered by MTF from settles cases (\$)	\$125,000	\$120,000	\$105,000
No. Properties brought into compliance	6,800	7,500	7,800
Bingo Inspections	160	200	180
Regular Inspections	6,200	6,500	8,800
Licenses issued	23,500	23,000	23,500
Plans Filed	620	750	675
Plans Examined	55	650	500
Plans Approved	570	700	630
Plans Revised	275	325	460
Plans Voided	3	5	35
Building Permits Issued	4,600	6,000	6,400
Electrical Permits Issued	2,800	3,100	2,500
Elevator Permits Issued	50	100	20
Plumbing Permits Issued	1,300	1,300	1,500
Heating Permits Issued	750	750	620



City of Buffalo
 Adopted Budget 2015-2016
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
1150 HOUSING AND ENFORCEMENT TOTAL	5,808,423.67	4,488,284.00	4,712,987.00	4,000,793.91	4,769,527.00
16550001 INSPECTIONS PS	3,885,401.97	4,111,674.00	4,111,674.00	3,628,286.81	4,100,417.00
411001 ANNUAL SALARY	3,519,845.31	3,760,074.00	3,760,074.00	3,324,321.34	3,754,407.00
412002 HOURLY SALARY	23,645.24	0.00	0.00	5,367.84	0.00
413001 OVERTIME	18,397.15	22,000.00	22,000.00	23,819.50	22,000.00
413003 ACTING TIME	4,292.08	4,000.00	4,000.00	3,279.68	4,000.00
414001 LONGEVITY	67,279.85	68,000.00	68,000.00	65,495.00	70,000.00
414004 IN LIEU OF SUMMER HOURS	0.00	500.00	500.00	746.47	710.00
414007 PERFECT ATTENDANCE INCENTIVE	28,935.34	30,000.00	30,000.00	661.98	29,000.00
415001 AUTOMOBILE ALLOWANCE	222,707.00	226,800.00	226,800.00	204,370.00	220,000.00
415002 CLOTHING ALLOWANCE	300.00	300.00	300.00	225.00	300.00
16550004 INSPECTIONS TR	15,125.00	16,000.00	16,000.00	0.00	16,000.00
458003 REGISTRATION & MEMBERSHIP FEES	15,125.00	16,000.00	16,000.00	0.00	16,000.00
16550005 INSPECTIONS SP	6,681.54	9,550.00	11,250.00	7,943.46	10,050.00
461001 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	3,500.00
461002 CONTRACT VENDOR SUPPLIES	2,734.84	3,000.00	5,500.00	4,638.67	0.00
461003 PRINTING DUPLICATING SUPPLIES	1,669.20	2,000.00	2,000.00	1,937.75	2,000.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	1,000.00	200.00	0.00	1,000.00
461201 CLOTHING & UNIFORMS	1,527.50	2,000.00	2,000.00	752.13	2,000.00
464000 PERIODICALS	0.00	800.00	800.00	0.00	800.00
467000 MISCELLANEOUS SUPPLIES	750.00	750.00	750.00	614.91	750.00
16550006 INSPECTIONS SV	134,752.16	151,060.00	149,360.00	139,860.64	143,060.00
432003 LEGAL SERVICES	72,320.00	80,000.00	80,000.00	76,660.00	72,000.00
432004 ENGINEER & TECHNICAL SERVICES	4,620.00	0.00	0.00	0.00	0.00
444101 RENTAL LAND & BUILDINGS	52,240.00	58,560.00	58,560.00	58,055.00	58,560.00
454000 ADVERTISING	0.00	2,500.00	2,500.00	0.00	2,500.00
455000 PRINTING & BINDING	4,926.76	8,000.00	6,300.00	3,745.64	8,000.00
455100 INTERNAL PRINT SHOP	645.40	2,000.00	2,000.00	1,400.00	2,000.00
16550007 INSPECTIONS CO	1,766,463.00	200,000.00	424,703.00	224,703.00	500,000.00
471010 LAND IMPROVEMENTS	1,766,463.00	200,000.00	424,703.00	224,703.00	500,000.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

P 1
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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	3,760,074.00	.00	3,754,407.00	-.15
	1000-65-1150-0000-1-00-0-45-411001-					
		ACCOUNT CLERK TYPIST	1.00	39,163.00	39,163.00	
		GRADE A05 STEP 5				
		ASSOCIATE ACCOUNT CLERK	1.00	44,972.00	44,972.00	
		GRADE A22 STEP 5				
		ASST DIR HOUSE PROP INSPECTION	1.00	74,557.00	74,557.00	
		GRADE A86 STEP 5				
		BOILER INSPECTOR	1.00	48,856.00	48,856.00	
		STEP 5 , E005				
		BUILDING INSPECTOR	1.00	38,856.00	38,856.00	
		GRADE F01 - STEP 4 of 7				
		BUILDING INSPECTOR	33.00	55,508.00	1,831,764.00	
		GRADE F01 - STEP 5				
		CHIEF BUILDING INSPECTOR	3.00	61,425.00	184,275.00	
		GRADE F03, STEP 5				
		CHIEF COMBUSTION INSPECTOR	1.00	56,142.00	56,142.00	
		GRADE E07 - STEP 5				
		CHIEF ELECTRICAL INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE F03 - STEP 5				
		CHIEF PLUMBING INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE - F03 STEP 5				
		CLERK PART TIME	1.00	4,873.00	4,873.00	
		GRADE I 01				
		CLERK	2.00	37,378.00	74,756.00	
		GRADE - A02 ,STEP 5				
		COMBUSTION INSPECTOR	2.00	48,856.00	97,712.00	
		GRADE E05 - STEP 5				
		COMMISSIONER OF PERMIT & INSPECTION	1.00	94,767.00	94,767.00	
		SERV. GRADE I139				
		DIRECTOR MAYORS TASK FORCE	1.00	58,190.00	58,190.00	
		GRADE I39				
		ELECTRICAL INSPECTOR	3.00	55,508.00	166,524.00	
		GRADE F01 - STEP 5				
		EXAMINER (PLUMBERS)	3.00	1,882.00	5,646.00	
		GRADE I01				
		LEGAL AID MAYOR TASK FORCE HOUS	1.00	39,163.00	39,163.00	
		GRADE A05 - STEP 5				
		PLUMBING INSPECTOR	3.00	55,508.00	166,524.00	
		GRADE F01 - STEP 5				
		SUPERVISOR SLUM AND BLIGHT	1.00	61,147.00	61,147.00	
		GRADE F05 - STEP 5				
		SUPERVISOR ELEVATOR INSPECTION	1.00	61,425.00	61,425.00	
		GRADE F03 STEP 5				
		SENIOR TYPIST	1.00	39,671.00	39,671.00	
		GRADE A06 - STEP 5				
		CLERK	1.00	35,134.00	35,134.00	
		STEP 13 A002				
		TYPIST	1.00	37,378.00	37,378.00	
		GRADE A02 - STEP 5				
		DIRECTOR OF HOUSING AND INSPECTIONS	1.00	79,297.00	79,297.00	
		GRADE I134				

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
		BUILDING INSPECTOR	4.00	33,304.00	133,216.00	
		Step 2 of 7				
		BUILDING INSPECTOR	3.00	47,180.00	141,540.00	
		Step 5 of 7				
		Clerk (A02)	1.00	37,378.00	37,378.00	
		Step 5				
		Laborer II	1.00	34,139.00	34,139.00	
		Attrition	1.00	55,508.00	-55,508.00	
16550001411001	11314	INSPECT EMER OP PS ANNUAL SAL	.00	.00	.00	.00
		1000-65-1150-0000-1-00-0-45-411001-11314				
		BUDGET CEILING:			3,760,074.00	
		TOTALS:	3,760,074.00	.00	3,754,407.00	-.15

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PERMITS AND INSPECTION SERVICES

LICENSES & PERMITS

FUNCTION

1151

APPROPRIATIONS	\$	842,301
FRINGES	\$	459,057
TOTAL APPROPRIATIONS	\$	<u>1,301,358</u>
REVENUE	\$	4,408,610
NET COST	\$	<u><u>3,107,252</u></u>



City of Buffalo
 Adopted Budget 2015-2016
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
1151 LICENSES AND PERMITS TOTAL	675,027.64	836,400.00	836,433.90	617,580.68	842,301.00
16551001 PERMITS PS	652,456.20	770,200.00	770,200.00	577,400.19	800,601.00
411001 ANNUAL SALARY	612,523.82	727,200.00	727,200.00	546,316.54	757,601.00
413001 OVERTIME	1,335.53	3,000.00	3,000.00	1,091.85	3,000.00
413003 ACTING TIME	0.00	300.00	300.00	1.93	300.00
413004 SHIFT DIFFERENTIAL	513.60	500.00	500.00	671.20	500.00
414001 LONGEVITY	12,525.00	13,500.00	13,500.00	10,025.00	13,500.00
414007 PERFECT ATTENDANCE INCENTIVE	4,545.56	5,500.00	5,500.00	608.86	5,500.00
415001 AUTOMOBILE ALLOWANCE	21,012.69	20,200.00	20,200.00	18,684.81	20,200.00
16551004 PERMITS TR	150.00	200.00	200.00	160.00	200.00
458003 REGISTRATION & MEMBERSHIP FEES	150.00	200.00	200.00	160.00	200.00
16551005 PERMITS SP	6,168.94	4,000.00	4,533.90	4,318.74	4,000.00
461001 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	4,000.00
461002 CONTRACT VENDOR SUPPLIES	6,168.94	4,000.00	4,533.90	4,318.74	0.00
16551006 PERMITS SV	16,252.50	62,000.00	61,500.00	35,701.75	37,500.00
432004 ENGINEER & TECHNICAL SERVICES	15,417.00	56,500.00	56,500.00	35,238.00	32,000.00
455000 PRINTING & BINDING	835.50	4,000.00	3,500.00	163.75	4,000.00
455100 INTERNAL PRINT SHOP	0.00	1,500.00	1,500.00	300.00	1,500.00

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CITY OF BUFFALO
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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	727,200.00	.00	757,601.00	4.18
	1000-65-1151-0000-1-00-0-45-411001-	ACCOUNT CLERK-TYPIST	2.00	38,511.00	77,022.00	
		GRADE A05 - STEP 16				
		BINGO INSPECTOR	1.00	44,972.00	44,972.00	
		GRADE A22 - STEP 5				
		BUILDING CODE SPECIALIST	2.00	63,310.00	126,620.00	
		GRADE A24 - STEP 5				
		CHIEF BUILDING INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE F03 - STEP 5				
		CLERK	1.00	37,378.00	37,378.00	
		GRADE A02 - STEP 5				
		COORDINATOR DEVELOPMENT PLANS	1.00	66,393.00	66,393.00	
		GRADE A69 - STEP 5				
		LICENSE INSPECTOR	2.00	51,618.00	103,236.00	
		GRADE A29 - STEP 5				
		DATA CONTROL CLERK	1.00	40,042.00	40,042.00	
		GRADE A13 - STEP 15				
		SUPERVISOR OF BUILDING CONST	1.00	58,427.00	58,427.00	
		GRADE F02 STEP 5				
		SUPERVISOR OF LICENSES	1.00	1.00	1.00	
		GRADE A63 - STEP 5				
		SENIOR TYPIST	1.00	39,671.00	39,671.00	
		GRADE A06 - STEP 5				
		TYPIST	1.00	37,378.00	37,378.00	
		GRADE A02 - STEP 5				
		Supervising Building Code Specialist	1.00	59,811.00	59,811.00	
		Step 5				
		Senior Account clerk Typist	1.00	40,225.00	40,225.00	
		Step 5 (A007)				
		Attritition	1.00	35,000.00	-35,000.00	
16551001411001	11314	PERMITS EMER OP PS ANNUAL SAL	.00	.00	.00	.00
	1000-65-1151-0000-1-00-0-45-411001-11314					
		BUDGET CEILING:			727,200.00	
		TOTALS:	727,200.00	.00	757,601.00	4.18

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