

## PERMITS AND INSPECTIONS SERVICES

### HOUSING & ENFORCEMENT

### FUNCTION

1150

APPROPRIATIONS	\$	5,644,843
FRINGES	\$	2,385,704
TOTAL APPROPRIATIONS	\$	<u>8,030,547</u>
REVENUE	\$	<u>1,308,200</u>
NET COST	\$	<u><u>(6,722,347)</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.

## Permits and Inspection Services

### 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.

**Permits and Inspections Services**

**Work Program Statistics**

	<b>Actual 2014-2015</b>	<b>Projection 2015-2016</b>	<b>Estimate 2016-2017</b>
Inspections Conducted	67,000	68,500	65,200
New Court Cases	2,000	2,280	2,220
Adjourned Court Cases Processed	3,300	2,600	2,500
Demolitions Completed – City Owned	475	460	412
Demolitions Completed – Privately Owned	125	50	77
Demolitions Completed – Privately Owned (by owner cost at no cost to City)	400	410	505
Certificates of Registration for MDs	175	185	205
Certificates of Occupancy issued for MDs	100	70	90
New Construction Certificates of Occupancy	175	185	205
Conditional Certificate of Occupancy	100	70	90
Certificate of Compliance	275	350	545
No. new liens placed against fire insurance proceeds of fire-damaged properties	45	27	19
No. settled cases for which funds have been collected	15	10	12
Funds recovered by MTF from settles cases (\$)	\$120,000	\$105,000	\$89,000
No. Properties brought into compliance	7,500	7,800	7,150
Bingo Inspections	200	180	174
Regular Inspections	6,500	8,800	8,920
Licenses issued	23,500	23,500	25,100
Plans Filed	750	675	880
Plans Examined	650	500	735
Plans Approved	700	630	850
Plans Revised	325	460	675
Plans Voided	5	35	44
Building Permits Issued	4,000	6,400	8,200
Electrical Permits Issued	3,100	2,500	2,790
Elevator Permits Issued	50	20	12
Plumbing Permits Issued	1,300	1,500	1,770
Heating Permits Issued	750	620	600



City of Buffalo  
 Adopted Budget 2016-2017  
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
<b>1150 HOUSING AND ENFORCEMENT TOTAL</b>	<b>4,396,019.34</b>	<b>4,769,527.00</b>	<b>4,763,617.09</b>	<b>4,195,436.97</b>	<b>5,644,843.00</b>
<b>16550001 INSPECTIONS PS</b>	<b>4,038,644.54</b>	<b>4,100,417.00</b>	<b>4,104,417.00</b>	<b>3,560,515.01</b>	<b>4,479,333.00</b>
411001 ANNUAL SALARY	3,678,361.93	3,754,407.00	3,754,407.00	3,245,291.98	4,123,333.00
412002 HOURLY SALARY	5,367.84	0.00	0.00	0.00	0.00
413001 OVERTIME	23,859.68	22,000.00	26,000.00	49,174.34	24,000.00
413003 ACTING TIME	3,843.03	4,000.00	4,000.00	4,369.65	4,000.00
414001 LONGEVITY	69,155.00	70,000.00	70,000.00	69,136.03	70,000.00
414004 IN LIEU OF SUMMER HOURS	706.03	710.00	710.00	0.00	0.00
414007 PERFECT ATTENDANCE INCENTIVE	30,839.53	29,000.00	29,000.00	234.45	30,000.00
414028 VACATION BUYOUT	0.00	0.00	0.00	757.06	750.00
415001 AUTOMOBILE ALLOWANCE	226,286.50	220,000.00	220,000.00	191,176.50	226,800.00
415002 CLOTHING ALLOWANCE	225.00	300.00	300.00	375.00	450.00
<b>16550004 INSPECTIONS TR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,900.00</b>
458003 REGISTRATION & MEMBERSHIP FEES	0.00	16,000.00	0.00	0.00	15,900.00
<b>16550005 INSPECTIONS SP</b>	<b>6,793.12</b>	<b>10,050.00</b>	<b>9,640.09</b>	<b>7,039.22</b>	<b>8,050.00</b>
461001 OFFICE SUPPLIES	0.00	3,500.00	4,300.00	3,788.19	3,500.00
461002 CONTRACT VENDOR SUPPLIES	4,122.83	0.00	655.59	655.59	0.00
461003 PRINTING DUPLICATING SUPPLIES	1,937.75	2,000.00	1,500.00	519.90	2,000.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	1,000.00	500.00	485.42	500.00
461201 CLOTHING & UNIFORMS	117.63	2,000.00	1,134.50	634.50	750.00
464000 PERIODICALS	0.00	800.00	800.00	239.70	500.00
467000 MISCELLANEOUS SUPPLIES	614.91	750.00	750.00	715.92	800.00
<b>16550006 INSPECTIONS SV</b>	<b>149,131.68</b>	<b>143,060.00</b>	<b>149,560.00</b>	<b>129,433.74</b>	<b>641,560.00</b>
432003 LEGAL SERVICES	84,615.00	72,000.00	82,000.00	70,515.00	75,000.00
432004 ENGINEER & TECHNICAL SERVICES	0.00	0.00	0.00	0.00	500,000.00
444101 RENTAL LAND & BUILDINGS	57,970.00	58,560.00	58,560.00	52,181.00	58,560.00
454000 ADVERTISING	0.00	2,500.00	1,000.00	561.10	1,000.00
455000 PRINTING & BINDING	5,146.68	8,000.00	6,000.00	5,864.14	5,500.00
455100 INTERNAL PRINT SHOP	1,400.00	2,000.00	2,000.00	312.50	1,500.00
<b>16550007 INSPECTIONS CO</b>	<b>201,450.00</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>498,449.00</b>	<b>500,000.00</b>
471010 LAND IMPROVEMENTS	201,450.00	500,000.00	500,000.00	498,449.00	500,000.00

BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	3,754,407.00	.00	4,123,333.00	9.83
	1000-65-1150-0000-1-00-0-45-411001-	ACCOUNT CLERK TYPIST	1.00	39,947.00	39,947.00	
		GRADE A005 STEP 5				
		ASSOCIATE ACCOUNT CLERK	1.00	45,871.00	45,871.00	
		GRADE A22 STEP 5				
		ASST DIR HOUSE PROP INSPECTION	1.00	76,048.00	76,048.00	
		GRADE A86 STEP 5				
		BOILER INSPECTOR	1.00	48,856.00	48,856.00	
		STEP 5 , E005				
		BUILDING INSPECTOR	1.00	45,963.00	45,963.00	
		GRADE F01 - STEP 5 of 7				
		BUILDING INSPECTOR	33.00	61,285.00	2,022,405.00	
		GRADE F01 - STEP 5				
		CHIEF BUILDING INSPECTOR	3.00	67,818.00	203,454.00	
		GRADE F03, STEP 5				
		CHIEF COMBUSTION INSPECTOR	1.00	56,142.00	56,142.00	
		GRADE E07 - STEP 5				
		CHIEF ELECTRICAL INSPECTOR	1.00	67,818.00	67,818.00	
		GRADE F03 - STEP 5				
		CHIEF PLUMBING INSPECTOR	1.00	67,818.00	67,818.00	
		GRADE - F03 STEP 5				
		CLERK PART TIME	1.00	4,970.00	4,970.00	
		GRADE I002				
		CLERK	2.00	38,126.00	76,252.00	
		GRADE - A02 ,STEP 5				
		COMBUSTION INSPECTOR	2.00	48,856.00	97,712.00	
		GRADE E05 - STEP 5				
		COMMISSIONER OF PERMIT & INSPECTION	1.00	106,060.00	106,060.00	
		SERV. GRADE I139				
		DIRECTOR MAYORS TASK FORCE	1.00	59,354.00	59,354.00	
		GRADE I39				
		ELECTRICAL INSPECTOR	3.00	61,285.00	183,855.00	
		GRADE F01 - STEP 5				
		EXAMINER (PLUMBERS)	3.00	1,864.00	5,592.00	
		GRADE I01				
		LEGAL AID MAYOR TASK FORCE HOUS	1.00	39,947.00	39,947.00	
		GRADE A05 - STEP 5				
		PLUMBING INSPECTOR	3.00	61,285.00	183,855.00	
		GRADE F01 - STEP 5				
		SUPERVISOR SLUM AND BLIGHT	1.00	67,511.00	67,511.00	
		GRADE F05 - STEP 5				
		SUPERVISOR ELEVATOR INSPECTION	1.00	67,818.00	67,818.00	
		GRADE F03 STEP 5				
		SENIOR TYPIST	1.00	40,464.00	40,464.00	
		GRADE A06 - STEP 5				
		CLERK	1.00	36,402.00	36,402.00	
		STEP 14 A002				
		DIRECTOR OF HOUSING AND INSPECTIONS	1.00	80,884.00	80,884.00	
		GRADE I041				
		BUILDING INSPECTOR	4.00	42,900.00	171,600.00	
		F01 - Step 3 of 7				

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CITY OF BUFFALO  
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
		BUILDING INSPECTOR	3.00	55,157.00	165,471.00	
		F01 - Step 6 of 7				
		Clerk (A02)	1.00	38,126.00	38,126.00	
		Step 5				
		Laborer II (B025) STEP 5	1.00	38,446.00	38,446.00	
		Attrition	1.00	50,000.00	-50,000.00	
		TYPIST (A002) STEP 12	.00	35,264.00	.00	
		Clerk (Spanish Speaking)	1.00	34,692.00	34,692.00	
		BUDGET CEILING:			3,754,407.00	
		TOTALS:	3,754,407.00	.00	4,123,333.00	9.83

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## PERMITS AND INSPECTION SERVICES

### LICENSES & PERMITS

### FUNCTION

1151

APPROPRIATIONS	\$	852,631
FRINGES	\$	440,918
TOTAL APPROPRIATIONS	\$	<u>1,293,549</u>
REVENUE	\$	<u>4,819,430</u>
NET COST	\$	<u><u>3,525,881</u></u>



City of Buffalo  
 Adopted Budget 2016-2017  
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
<b>1151 LICENSES AND PERMITS TOTAL</b>	<b>653,033.56</b>	<b>842,301.00</b>	<b>849,505.95</b>	<b>473,300.96</b>	<b>852,631.00</b>
<b>16551001 PERMITS PS</b>	<b>611,151.92</b>	<b>800,601.00</b>	<b>800,601.00</b>	<b>427,968.07</b>	<b>817,626.00</b>
411001 ANNUAL SALARY	572,958.50	757,601.00	757,601.00	401,394.18	773,091.00
413001 OVERTIME	1,446.96	3,000.00	3,000.00	2,414.85	2,500.00
413003 ACTING TIME	0.00	300.00	300.00	59.04	100.00
413004 SHIFT DIFFERENTIAL	1,209.60	500.00	500.00	1,523.20	1,500.00
414001 LONGEVITY	10,025.00	13,500.00	13,500.00	8,075.00	13,500.00
414007 PERFECT ATTENDANCE INCENTIVE	4,652.65	5,500.00	5,500.00	0.00	5,500.00
414028 VACATION BUYOUT	0.00	0.00	0.00	1,208.20	1,235.00
415001 AUTOMOBILE ALLOWANCE	20,859.21	20,200.00	20,200.00	13,293.60	20,200.00
<b>16551004 PERMITS TR</b>	<b>160.00</b>	<b>200.00</b>	<b>200.00</b>	<b>160.00</b>	<b>200.00</b>
458003 REGISTRATION & MEMBERSHIP FEES	160.00	200.00	200.00	160.00	200.00
<b>16551005 PERMITS SP</b>	<b>4,279.89</b>	<b>4,000.00</b>	<b>4,004.95</b>	<b>3,962.98</b>	<b>3,000.00</b>
461001 OFFICE SUPPLIES	0.00	4,000.00	4,000.00	3,958.03	3,000.00
461002 CONTRACT VENDOR SUPPLIES	4,279.89	0.00	4.95	4.95	0.00
<b>16551006 PERMITS SV</b>	<b>37,441.75</b>	<b>37,500.00</b>	<b>44,700.00</b>	<b>41,209.91</b>	<b>31,805.00</b>
432004 ENGINEER & TECHNICAL SERVICES	36,978.00	32,000.00	40,000.00	39,364.00	30,805.00
455000 PRINTING & BINDING	163.75	4,000.00	3,200.00	1,795.91	500.00
455100 INTERNAL PRINT SHOP	300.00	1,500.00	1,500.00	50.00	500.00

BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	757,601.00	.00	773,091.00	2.04
	1000-65-1151-0000-1-00-0-45-411001-	ACCOUNT CLERK-TYPIST	2.00	39,947.00	79,894.00	
		GRADE A05 - STEP 17				
		BINGO INSPECTOR	1.00	45,871.00	45,871.00	
		GRADE A22 - STEP 5				
		BUILDING CODE SPECIALIST	2.00	64,576.00	129,152.00	
		GRADE A24 - STEP 5				
		CHIEF BUILDING INSPECTOR	1.00	61,425.00	61,425.00	
		GRADE F03 - STEP 5				
		CLERK	2.00	35,264.00	70,528.00	
		GRADE A02 - STEP 12				
		COORDINATOR DEVELOPMENT PLANS	1.00	67,720.00	67,720.00	
		GRADE A69 - STEP 5				
		LICENSE INSPECTOR	2.00	52,650.00	105,300.00	
		GRADE A29 - STEP 5				
		DATA CONTROL CLERK	.00	42,360.00	.00	
		GRADE A13 - STEP 17				
		SUPERVISOR OF BUILDING CONST	1.00	58,427.00	58,427.00	
		GRADE F02 STEP 5				
		SUPERVISOR OF LICENSES	1.00	.00	.00	
		GRADE A63 - STEP 5				
		SENIOR TYPIST	1.00	40,464.00	40,464.00	
		GRADE A06 - STEP 5				
		TYPIST	1.00	35,264.00	35,264.00	
		GRADE A02 - STEP 12				
		Supervising Building Code Specialist	1.00	68,017.00	68,017.00	
		(A073) Step 5				
		Senior Account clerk Typist	1.00	41,029.00	41,029.00	
		Step 5 (A007)				
		Attrition	1.00	30,000.00	-30,000.00	
		BUDGET CEILING:			757,601.00	
		TOTALS:	757,601.00	.00	773,091.00	2.04

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