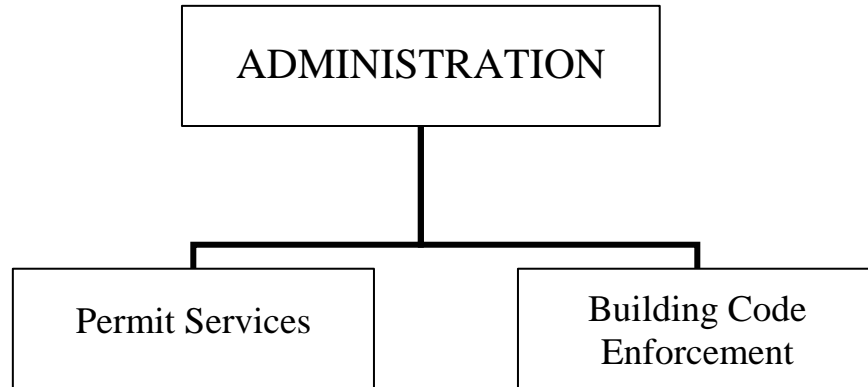


INSPECTIONS AND PERMITS DEPARTMENT



INSPECTIONS AND PERMITS DEPARTMENT SUMMARY

MISSION STATEMENT

The primary mission of the Inspections and Permits Department is to enhance the quality of life for all citizens of Cary by providing for their health, safety and welfare through the effective and efficient administration and enforcement of the North Carolina State Building Code and applicable local ordinances. The department will promote customer satisfaction by serving as a liaison between local government and the Cary construction community while ensuring that a service oriented, professional atmosphere is always present. All employees will strive to develop the best building inspection program in the State of North Carolina.

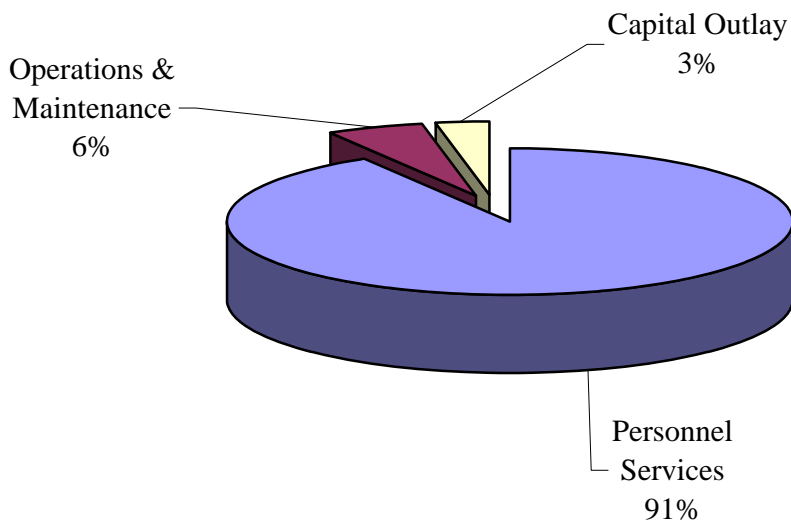
DIVISIONS WITHIN INSPECTIONS AND PERMITS

- Permit Services
- Building Code Enforcement

OTHER DEPARTMENTS CONTRIBUTING TO INSPECTIONS AND PERMITS

- Administration
- Finance
- Fire
- Technology Services
- Parks, Recreation, and Cultural Resources
- Police
- Public Works/Utilities
- Legislative

INSPECTIONS & PERMITS DEPARTMENT FY 2008 BUDGET BY CATEGORY



INSPECTIONS AND PERMITS DEPARTMENT

Additional information about the Inspections and Permits Department may be obtained by calling Bob Strowbridge, Director of Inspections and Permits, at (919) 469-4033, through e-mail at bob.strowbridge@townofcary.org or by visiting the Town's website at www.townofcary.org.

TOWN OF CARY GOALS AND INITIATIVES

Town Focus Areas	Focus Area I: Community Planning					Focus Area II: Infrastructure				Focus Area III: Financial Condition			Focus Area IV: Municipal Services			
Town Goals	Achieve a well-planned community using innovative and proactive planning approaches and techniques.					Ensure that roads, water and wastewater facilities, parks, and other infrastructure exists for the existing citizens and for the future needs identified in the comprehensive plan.				Achieve a stable and strong financial position by accurately estimating, prudently allocating, and managing financial resources.			Achieve a high level of service to the citizens in a prompt, reliable, responsive, and cost-effective manner.			
Town Initiatives (pages 2 and 3 of this document contain full descriptions of each Town Initiative)	Growth Management	Long Range Water Resources	Housing Program	Comprehensive Planning	Land Use Plan	Environmental Concerns	Infrastructure and Level of Service Standards	Fiscal Plan	Water, Wastewater, Transportation Infrastructure	Broad Band Technology Services	Long Term Financial Plan	Performance Measurement	Short Term Financial Planning	Review Operations	Cost Consciousness and Sustained Service Provision	Public Involvement
Departmental Goals and Initiatives														1,2 3,4 5,6 7,8		

DEPARTMENTAL GOALS AND INITIATIVES

Central Permitting

1. Process construction and development related permits including building permits, electrical permits, plumbing permits, HVAC (Heating, Ventilation & Air Conditioning) permits and sign permits in accordance with the state building code and local ordinances, completely, efficiently, and expeditiously.

Inspections

2. Perform inspections of residential and commercial buildings and structures before, during, and after construction in a thorough and efficient manner.

3. Ensure compliance with the North Carolina State Building Code and the applicable sections of the Town of Cary Code of Ordinances.

4. Consult with design professionals, builders, subcontractors and property owners on code related issues and offer assistance with the construction process.

Minimum Housing/Post Construction

5. Respond to complaints from residents regarding violations of the Town's minimum housing ordinance.

6. Provide support for the Healthy Neighborhoods Initiative.

7. Conduct hearings, research records, and provide follow-up reports on violations and/or resolutions.

8. Respond to citizen inquiries into perceived building code violations in homes constructed within the past six years by investigating, inspecting and consulting with homeowners/tenants, and subcontractors.

9. Contact builders of record when applicable to request their assistance in correcting code violations.

FY 2007 ACCOMPLISHMENTS

- All Code Officials and Plan Review Staff completed continuing education training on the North Carolina State Building Code.
- Code Officials participated locally in at least five demonstration workshops focusing on subjects ranging from new electrical device design and installation, new plumbing fixtures and operation, grease hood design and installation and proper installation of "I" Joists and associated methods and materials.

- The department produced six “lunch and learn” seminars designed to educate various trade groups on new code requirements and procedural changes.

KEY PERFORMANCE OBJECTIVES

- Reduce re-inspection requests by 10% annually.
- Conduct all construction inspections within 24 hours of request.
- Perform initial plan review on new commercial buildings within four weeks of submittal and commercial fit-ups within two weeks of submittal.
- Ensure 100% of all minimum housing cases are closed within the shortest timeframe allowed by law.

KEY PERFORMANCE MEASURES

<u>Performance Measure</u>	<u>Actual FY 2006</u>	<u>Estimated FY 2007</u>	<u>Projected FY 2008</u>
% of total inspection requests that are re-inspections	32%	32%	32%
% of scheduled inspections conducted within 24-hours	98%	98%	100%
% of minimum housing cases closed	68%	63%	65%

KEY WORKLOAD INDICATORS

<u>Workload Indicator</u>	<u>Actual FY 2006</u>	<u>Estimated FY 2007</u>	<u>Projected FY 2008</u>
Number of Permits Issued	17,676	18,069	18,000
-New Residential	1,869	1,836	1,800
-New Non-residential	70	42	60
-Other (Additions/Alterations, Individual Trade Permits)	15,680	15,707	15,700
Number of Re-inspections	25,503	29,174	32,288
Number of inspections performed	85,683	100,872	100,900
Number of minimum houses cases	71	78	85
Residential Certificates of Occupancy (CO) issued	1,719	3,688	3,873
Total construction value (in millions of dollars)	630	600	700

ACTIVITY HISTORY

Fund Number: 10-5510					
<u>Activity</u>	<u>Actual FY 2004</u>	<u>Actual FY 2005</u>	<u>Actual FY 2006</u>	<u>Estimated FY2007</u>	<u>Budget FY2008</u>
Personnel Services	\$2,455,273	\$2,601,876	\$2,754,363	\$2,986,886	\$3,362,143
Operations and Maintenance	\$132,426	\$149,280	\$180,661	\$193,406	\$203,456
Capital Outlay	\$13,143	0	0	\$105,000	\$116,200
Total	\$2,600,842	\$2,751,156	\$2,935,024	\$3,285,292	\$3,681,799
Authorized FTEs	38	38	38	42	45

SIGNIFICANT BUDGET AND SERVICE LEVEL CHANGES BEYOND CURRENT LEVELS

The addition of three Code Official III positions included in this budget will help keep up with the growth rate and increase in inspections required.