PERMITS AND INSPECTIONS SERVICES

HOUSING & ENFORCEMENT	FUNCTION	1150
APPROPRIATIONS	\$	5,063,774
FRINGES	\$	2,338,129
TOTAL APPROPRIATIONS	\$	7,401,903
REVENUE	\$	1,638,750
NET COST	\$	(5,763,153)

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.
- 4. Enforce compliance to city codes and laws with respect to permit, license and inspections services.
- 5. Ensure public safety and welfare pursuant to code enforcement.
- 6. Cooperate with block clubs and community based organizations with respect to permit, license and inspections services.
- 7. To aggressively focus on code enforcement of deteriorated structures throughout the City of Buffalo with emphasis on older, masonry buildings of historic significance.
- 8. Utilize the new Hansen 8 system so as to provide more efficiency and improve the quality of work.
- 9. To make it easier to access the departmental website to apply for E-Permits and utilize the newly refurbished permit fee system.
- 10. 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.

Housing Enforcement# 65-1150 Licenses & Permits# 65-1151

- 6. Provide testing for electrical, plumbing and fuel devices, and issue licenses to those individuals who fulfill the requirements.
- 7. Adhere to the standards of the City of Buffalo, Department of Labor and the Department of Environmental Conservation.
- 8. Coordinate the collection of delinquent accounts for Licenses, Demolitions and Rental Registry.
- 9. 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.
- 10. 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.
- 11. Review blueprints and related documents submitted to the City's Permit Office. Blueprints are analyzed for compliance with applicable building codes and construction standards.
- 12. Confer with architects, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
- 13. Generate court action in cases of gross negligence and violations of compliance.
- 14. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
- 15. Review applications, site plans and blueprints, make field inspections for application and appearance before the New York State Variance Board.
- 16. Prepare formal responses to the New York Department of State with respect to State variance applications.
- 17. Perform field investigations and inspections of building sites as requested by the Department.
- 18. Record, file and maintain the official records resulting from these operations.

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement # 65-1150 Licenses & Permits # 65-1151 Work Program Statistics

	Actual 2016-2017	Actual 2017-2018	Estimate 2018-2019
Inspections conducted	68,500	65,200	68,850
New court cases	2,280	2,220	2,300
Adjourned court cases processed	2,600	2,500	2,300
Demolitions completed	460	415	350
DEMOLITIONS COMPLETED - PRIVATELY OWNED (by owner no cost to city)	50	77	60
Certificates of registrations for multiple dwellings	410	505	550
New construction certificates of occupancy	185	205	218
Conditional certificate of occupancy	70	90	110
Certificate of compliance	350	545	640
No. New liens placed against fire ins. Proceeds of fire dama. Proj.	27	19	29
No. Settled cases for which funds have been collected	10	12	10
Funds recovered by multiple tenant families from settled cases (\$)	\$105,000	\$89,000	\$58,000
No. Properties brought into compliance	7,800	7,150	8,100
Bingo inspections	180	174	170
Regular inspections	8,800	8,920	9,200
Licensed issued	23,500	25,100	24,900
Plans filed	675	880	1,100
Plans examined	500	735	990
Plans approved	630	850	915
Plans revised	460	675	870
Plans voided	35	44	62
Building permits issued	6,400	8,200	9,400
Electrical permits issued	2,500	2,790	2,845
Elevator permits issued	20	12	13
Plumbing permits issued	1,500	1,770	1,890
Heating permits issued	620	600	635

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1150 HOUSING AND ENFORCEMENT TOTAL	5,291,225.44	4,992,904.00	5,064,678.00	3,804,984.94	5,063,774.00
16550001 INSPECTIONS PS	4,543,688.55	4,318,194.00	4,318,194.00	3,325,568.48	4,611,155.00
411001 ANNUAL SALARY	4,099,889.83	3,955,219.00	3,955,219.00	3,037,438.62	4,253,980.00
413001 OVERTIME	46,722.46	30,000.00	30,000.00	16,742.12	30,000.00
413003 ACTING TIME	4,669.52	4,000.00	4,000.00	2,373.18	4,000.00
414001 LONGEVITY	62,406.37	70,000.00	69,700.00	49,722.54	62,000.00
414007 PERFECT ATTENDANCE INCENTIVE	31,071.11	30,000.00	30,000.00	891.52	30,000.00
414028 VACATION BUYOUT	4,705.26	2,500.00	2,500.00	16,045.50	4,800.00
415001 AUTOMOBILE ALLOWANCE	293,849.00	226,000.00	226,000.00	201,680.00	226,000.00
415002 CLOTHING ALLOWANCE	375.00	475.00	775.00	675.00	375.00
16550004 INSPECTIONS TR	13,975.00	13,750.00	15,950.00	15,950.00	15,900.00
458003 REGISTRATION & MEMBERSHIP FEES	13,975.00	13,750.00	15,950.00	15,950.00	15,900.00
16550005 INSPECTIONS SP	6,773.64	7,100.00	15,610.50	13,183.23	7,325.00
461001 OFFICE SUPPLIES	5,035.31	3,500.00	3,772.50	3,762.63	4,200.00
461003 PRINTING DUPLICATING SUPPLIES	785.87	1,200.00	300.00	282.60	1,000.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	500.00	500.00	0.00	225.00
461007 COMP & SOFTWARE (NON CAPITAL)	0.00	0.00	9,138.00	9,138.00	0.00
461201 CLOTHING & UNIFORMS	603.00	750.00	750.00	0.00	750.00
464000 PERIODICALS	0.00	350.00	350.00	0.00	350.00
467000 MISCELLANEOUS SUPPLIES	349.46	800.00	800.00	0.00	800.00
16550006 INSPECTIONS SV	288,471.50	153,860.00	153,260.50	106,720.23	129,394.00
432003 LEGAL SERVICES	49,030.00	75,000.00	46,341.25	45,830.00	60,000.00
432004 ENGINEER & TECHNICAL SERVICES	174,000.00	10,000.00	2,500.00	960.00	2,880.00
444101 RENTAL LAND & BUILDINGS	57,333.00	58,560.00	58,555.00	54,027.00	58,464.00
454000 ADVERTISING	583.68	1,500.00	1,500.00	617.85	250.00
455000 PRINTING & BINDING	6,702.32	8,000.00	7,500.00	4,240.72	6,800.00
455100 INTERNAL PRINT SHOP	822.50	800.00	1,050.00	1,044.66	1,000.00
490000 FREEZE FUNDS	0.00	0.00	35,814.25	0.00	0.00
16550007 INSPECTIONS CO	438,316.75	500,000.00	561,663.00	343,563.00	300,000.00
471010 LAND IMPROVEMENTS	438,316.75	500,000.00	364,413.00	343,563.00	300,000.00
490000 FREEZE FUNDS	0.00	0.00	197,250.00	0.00	0.00



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|CITY OF BUFFALO |MAYOR REC BUDGET REQUESTS

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ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE	
165500	01411001	INSPECT PS ANNUAL SAL	3,955,219.00	.00	4,253,980.00	7.55	
	ACCOUNT (GRADE-A00	0-0000-1-00-0-45-411001- CLERK TYPIST 05	1.00	41,560.00	41,560.00		
	STEP 5 ASSOCIATE GRADE-A02 STEP 1 OF	ACCOUNT CLERK	1.00	41,440.00	41,440.00		
		HOUSE PROP INSPECTION	1.00	79,121.00	79,121.00		
	BOILER IN GRADE-EOU STEP 5 OF	ISPECTOR 05	1.00	55,289.00	55,289.00		
		INSPECTOR 01	1.00	64,386.00	64,386.00		
		INSPECTOR	28.00	64,386.00	1,802,808.00		
		LDING INSPECTOR 03	3.00	71,250.00	213,750.00		
	CHIEF COM GRADE-E00	MBUSTION INSPECTOR	1.00	63,535.00	63,535.00		
	GRADE-F00	ECTRICAL INSPECTOR	1.00	71,250.00	71,250.00		
	GRADE-F0(MBING INSPECTOR)3	1.00	71,250.00	71,250.00		
	STEP 5 OF CLERK PAR GRADE-IO	RT-TIME	1.00	5,170.00	5,170.00		
	STEP 5 CLERK GRADE-A00		1.00	39,666.00	39,666.00		
	STEP 5 OF CLERK GRADE-A00	02	1.00	37,873.00	37,873.00		
	GRADE-E00	ON INSPECTOR 05	1.00	55,289.00	55,289.00		
	SERV. GRADE-I12	ONER OF PERMIT & INSPECTION	1.00	110,345.00	110,345.00		
	GRADE-I39	OF MAYORS TASK FORCE	1.00	61,751.00	61,751.00		
	STEP 5 ELECTRICA	AL INSPECTOR	1.00	64,386.00	64,386.00		



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|CITY OF BUFFALO |MAYOR REC BUDGET REQUESTS

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ORG	OBJECT PROJ ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
	GRADE-F001				
	STEP 5 OF 5 EXAMINER (PLUMBERS) GRADE-1001	3.00	1,939.00	5,817.00	
	STEP 5 LEGAL AIDE MAYOR TASK FORCE HOUSING GRAD-A005	1.00	41,560.00	41,560.00	
	STEP 5 OF 5 PLUMBING INSPECTOR GRADE-F001	3.00	64,386.00	193,158.00	
	STEP 5 OF 5 SUPERVISOR OF SLUM & BLIGHT GRADE-F005	1.00	70,927.00	70,927.00	
	STEP 5 OF 5 SUPERVISOR OF ELEVATORS GRADE-F003	1.00	71,250.00	71,250.00	
	STEP 5 OF 5 SENIOR TYPIST GRADE-A006	1.00	42,099.00	42,099.00	
	STEP 5 OF 5 CLERK GRADE-A002	1.00	.00	.00	
	STEP 5 OF 5 DIRECTOR OF HOUSING AND INSPECTIONS GRADE-1041	1.00	84,151.00	84,151.00	
	STEP 5 BUILDING INSPECTOR GRADE-F001	4.00	54,727.00	218,908.00	
	STEP 16 of 17 BUILDING INSPECTOR GRADE-F001	1.00	54,727.00	54,727.00	
	STEP 16 OF 17 BUILDING INSPECTOR GRADE-F001	7.00	41,851.00	292,957.00	
	STEP 13 OF 17 CLERK GRADE-A002	1.00	38,772.00	38,772.00	
	STEP 4 LABORER II GRADE-B025	1.00	40,391.00	40,391.00	
	STEP 5 CLERK GRADE-A002	1.00	36,688.00	36,688.00	
	STEP 2 of 7 BUILDING INSPECTOR GRADE-F001	2.00	38,631.00	77,262.00	
	STEP 11 OF 17 Attrition ELECTRICAL INSPECTOR GRADE-F001	1.00	145,000.00 41,444.00	-145,000.00 41,444.00	
	STEP 5 OF 5 Lead Field Supervisor	1.00	80,000.00	80,000.00	



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|CITY OF BUFFALO |MAYOR REC BUDGET REQUESTS |P 3 |bgdeptrq

ORG OBJECT PROJ ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE	
Lead Field Coordinator	2.00	65,000.00	130,000.00		
16550001411001 11314 INSPECT EMER OP PS ANNUAL SAL 1000-65-1150-0000-1-00-0-45-411001-11314	.00	.00	.00	.00	
BUDGET CEILING: TOTALS:	3,955,219.00	.00	3,955,219.00 4,253,980.00	7.55	·

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PERMITS AND INSPECTION SERVICES

LICENSES & PERMITS	FUNCTION	1151
APPROPRIATIONS	\$	910,064
FRINGES	\$	472,141
TOTAL APPROPRIATIONS	\$	1,382,205
REVENUE	\$	5,873,275
NET COST	\$	4,491,070

	2016-2017 Actual Amount	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Year To Date 4/29/2018	2018-2019 Recommended Budget
1151 LICENSES AND PERMITS TOTAL	454,205.81	792,426.00	793,660.50	324,157.14	910,064.00
16551001 PERMITS PS	420,411.77	768,296.00	768,296.00	299,340.16	887,989.00
411001 ANNUAL SALARY	390,327.43	722,046.00	722,046.00	285,609.46	847,239.00
413001 OVERTIME	1,737.19	2,500.00	2,500.00	260.60	2,000.00
413003 ACTING TIME	0.00	50.00	50.00	0.00	50.00
413004 SHIFT DIFFERENTIAL	1,720.00	1,500.00	1,500.00	1,320.00	1,500.00
414001 LONGEVITY	8,000.00	15,000.00	15,000.00	4,881.78	10,000.00
414007 PERFECT ATTENDANCE INCENTIVE	4,361.06	5,500.00	5,500.00	104.32	5,500.00
414028 VACATION BUYOUT	1,237.09	1,500.00	1,500.00	0.00	1,500.00
415001 AUTOMOBILE ALLOWANCE	13,029.00	20,200.00	20,200.00	7,164.00	20,200.00
16551004 PERMITS TR	175.00	200.00	200.00	175.00	175.00
458003 REGISTRATION & MEMBERSHIP FEES	175.00	200.00	200.00	175.00	175.00
16551005 PERMITS SP	11,312.54	3,000.00	3,900.00	3,889.98	1,000.00
461001 OFFICE SUPPLIES	11,312.54	3,000.00	3,900.00	3,889.98	1,000.00
16551006 PERMITS SV	22,306.50	20,930.00	21,264.50	20,752.00	20,900.00
432004 ENGINEER & TECHNICAL SERVICES	22,181.50	19,880.00	20,214.50	20,214.50	20,000.00
455000 PRINTING & BINDING	0.00	500.00	500.00	0.00	550.00
455100 INTERNAL PRINT SHOP	125.00	550.00	550.00	537.50	350.00



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|CITY OF BUFFALO |MAYOR REC BUDGET REQUESTS |P 1 |bgdeptrq

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
165510	001411001	PERMITS PS ANNUAL SAL	722,046.00	.00	847,239.00	17.34
163310	1000-65-115	1-0000-1-00-0-45-411001- CLERK TYPIST	1.00	41,560.00	41,560.00	
	STEP 7 O	F 7 CLERK TYPIST	1.00	41,560.00	41,560.00	
	GRADE-A0 STEP 7 BINGO IN	SPECTOR	1.00	47,725.00	47,725.00	
	GRADE-A0 STEP 5 O BUILDING	F 5 CODE SPECIALIST	2.00	67,185.00	134,370.00	
	GRADE-A0 STEP 5 O CHIEF BU GRADE-F0	F 5 ILDING INSPECTOR	1.00	71,250.00	71,250.00	ϵ
	STEOP 5 CLERK	OF 5	1.00	37,873.00	37,873.00	
	GRADE-A0 STEP 4 O CLERK	F 7	1.00	38,469.00	38,469.00	
	GRADE-AO STEP 5 O COORDINA	F 7 TOR OF DEVELOPMENTAL PLANS	1.00	70,456.00	70,456.00	
		F 5 INSPECTOR	1.00	54,777.00	54,777.00	
		F 5 INSPECTOR	1.00	49,187.00	49,187.00	
	GRADE-A0 STEP 12 SUPERVIS	OR OF BUILDING CONSTRUCTION	1.00	67,772.00	67,772.00	
		F 7 OR OF LICENSES	1.00	1.00	1.00	
	GRADE-AO STEP 5 C SENIOR T	F 5 YPIST	1.00	42,099.00	42,099.00	
	GRADE-AO STEP 5 C CLERK	F 5	1.00	36,688.00	36,688.00	
	GRADE-A0 STEP 12 SUPERVIS	OF 17 ING BUILDING CODE SPECIALIST	1.00	70,765.00	70,765.00	
	GRADE-A0	F 5 CCOUNT CLERK TYPIST 07	1.00	42,687.00	42,687.00	
	STEP 5 C	JE D				