

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement #65-1150

Licenses & Permits #65-1151

Mission Statement

To provide the citizens of buffalo the highest quality of service and to uphold and enforce the New York State building code, along with the city's charter and ordinances and thereby protecting the health, safety and welfare of all property owners, residents, tenants, business and visitors.

Housing Enforcement Summary

Revenue	\$4,893,750
Appropriations	4,930,935
Fringes	2,318,495
Total Appropriations	<u>7,249,430</u>
Net	<u>(\$2,355,680)</u>

Licenses & Permits Summary

Revenue	\$5,702,650
Appropriations	867,413
Fringes	504,771
Total Appropriations	<u>1,372,184</u>
Net	<u>\$4,330,466</u>

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement #65-1150

Licenses & Permits #65-1151

Goals

1. To continue to expand our electronic plan review clientele, which includes architects and engineers.
2. Decrease office traffic by providing more online service to customers so that they can have easier access to obtaining permits [avoid a trip to City Hall].
3. Stay within the constraints of the budget and provide revenue to ease the budget burden.
4. Remove structures that are causing a blight on our city.
5. Prosecute absentee landlords who refuse to keep their properties up to building code standards.
6. Utilize the newly created high tech room for online conferences and electronic plan review.
7. Work with M.I.S. to continue to update equipment and software [conversion to hansen 11].

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.
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.

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement #65-1150

Licenses & Permits #65-1151

Activities (continued)

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.



City of Buffalo
Recommended Budget 2019-2020
General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 4/30/2019	2019-2020 Recommended Budget
1150 HOUSING AND ENFORCEMENT TOTAL	5,104,181.07	4,873,774.00	4,922,700.50	3,797,342.01	4,930,935.00
16550001 INSPECTIONS PS	4,650,701.27	4,596,155.00	4,596,230.00	3,569,023.26	4,626,045.00
411001 ANNUAL SALARY	4,213,503.95	4,238,980.00	4,238,980.00	3,260,826.34	4,274,715.00
413001 OVERTIME	38,353.63	30,000.00	30,000.00	22,819.77	30,000.00
413003 ACTING TIME	5,836.15	4,000.00	4,000.00	1,855.13	4,000.00
414001 LONGEVITY	58,451.71	62,000.00	62,000.00	47,643.31	55,880.00
414007 PERFECT ATTENDANCE INCENTIVE	35,006.35	30,000.00	30,000.00	247.64	30,000.00
414028 VACATION BUYOUT	16,045.50	4,800.00	4,800.00	8,786.07	5,000.00
415001 AUTOMOBILE ALLOWANCE	282,903.98	226,000.00	226,000.00	226,395.00	226,000.00
415002 CLOTHING ALLOWANCE	600.00	375.00	450.00	450.00	450.00
16550004 INSPECTIONS TR	15,950.00	15,900.00	17,325.00	16,810.00	17,000.00
458003 REGISTRATION & MEMBERSHIP FEES	15,950.00	15,900.00	17,325.00	16,810.00	17,000.00
16550005 INSPECTIONS SP	13,622.09	7,325.00	7,306.50	5,370.19	23,000.00
461001 OFFICE SUPPLIES	4,201.49	4,200.00	4,256.50	4,096.69	0.00
461003 PRINTING DUPLICATING SUPPLIES	282.60	1,000.00	1,000.00	895.00	1,000.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	225.00	225.00	149.50	200.00
461007 COMP & SOFTWARE (NON CAPITAL)	9,138.00	0.00	0.00	0.00	20,000.00
461201 CLOTHING & UNIFORMS	0.00	750.00	675.00	0.00	500.00
464000 PERIODICALS	0.00	350.00	350.00	0.00	500.00
467000 MISCELLANEOUS SUPPLIES	0.00	800.00	800.00	229.00	800.00
16550006 INSPECTIONS SV	118,034.71	129,394.00	130,399.00	83,283.56	124,890.00
432003 LEGAL SERVICES	50,045.00	60,000.00	60,555.00	28,790.00	55,000.00
432004 ENGINEER & TECHNICAL SERVICES	1,440.00	2,880.00	2,880.00	2,570.00	0.00
444101 RENTAL LAND & BUILDINGS	59,247.00	58,464.00	58,464.00	46,110.00	62,640.00
454000 ADVERTISING	617.85	250.00	700.00	672.42	250.00
455000 PRINTING & BINDING	5,640.20	6,800.00	6,800.00	4,690.61	6,000.00
455100 INTERNAL PRINT SHOP	1,044.66	1,000.00	1,000.00	450.53	1,000.00
16550007 INSPECTIONS CO	305,873.00	125,000.00	171,440.00	122,855.00	140,000.00
471010 LAND IMPROVEMENTS	305,873.00	125,000.00	171,440.00	122,855.00	140,000.00



City of Buffalo
 Recommended Budget 2019-2020
 General Fund

**Housing & Enforcement
 Budgeted Salaries**

Org	Object	Description	Quantity	Unit Cost	Total
16550001	411001	ACCOUNT CLERK TYPIST GRADE-A005 STEP 5	1	41,560	41,560
16550001	411001	ASSOCIATE ACCOUNT CLERK GRADE-A022 STEP 4 OF 5	1	46,155	46,155
16550001	411001	ASST DIR HOUSE PROP INSPECTION A086 STEP 5 OF 5	1	79,121	79,121
16550001	411001	BOILER INSPECTOR GRADE-E005 STEP 5 OF 5	1	56,395	56,395
16550001	411001	BUILDING INSPECTOR GRADE-F001 STEP 4 OF 5	5	63,540	317,700
16550001	411001	BUILDING INSPECTOR GRADE-F001 STEP 5 OF 5	20	65,674	1,313,480
16550001	411001	Building Inspector	1	57,173	57,173
16550001	411001	CHIEF BUILDING INSPECTOR GRADE-F003 STEP 5 OF 5	3	72,675	218,025
16550001	411001	CHIEF COMBUSTION INSPECTOR E007 STEP 5 OF 5	1	64,806	64,806
16550001	411001	CHIEF ELECTRICAL INSPECTOR F003 STEP 5 OF 5	1	72,675	72,675
16550001	411001	CHIEF PLUMBING INSPECTOR F003 STEP 5 OF 5	1	72,675	72,675
16550001	411001	CLERK PART-TIME GRADE-I002 STEP 5	1	5,170	5,170
16550001	411001	CLERK GRADE-A002 STEP 5 OF 5	1	39,666	39,666
16550001	411001	CLERK GRADE-A002 STEP 15 OF 17	1	38,469	38,469
16550001	411001	COMBUSTION INSPECTOR GRADE-E005 STEP 5 OF 5	1	56,395	56,395
16550001	411001	COMMISSIONER OF PERMIT & INSPECTION SERV. GRADE-I129 STEP 5	1	110,345	110,345
16550001	411001	DIRECTOR OF MAYORS TASK FORCE GRADE-I39 STEP 5	1	61,751	61,751
16550001	411001	ELECTRICAL INSPECTOR GRADE-F001 STEP 16 OF 17	1	59,106	59,106
16550001	411001	EXAMINER (PLUMBERS) GRADE-I001 STEP 5	3	1,939	5,817
16550001	411001	LEGAL AIDE MAYOR TASK FORCE HOUSING A005 STEP 5	1	41,560	41,560
16550001	411001	PLUMBING INSPECTOR GRADE-F001 STEP 5 OF 5	3	65,674	197,022
16550001	411001	SUPERVISOR OF SLUM & BLIGHT F005 STEP 5 OF 5	1	72,346	72,346
16550001	411001	SUPERVISOR OF ELEVATORS F003 STEP 5 OF 5	1	72,675	72,675
16550001	411001	SENIOR TYPIST GRADE-A006 STEP 5 OF 5	1	42,099	42,099
16550001	411001	DEPUTY DIRECTOR OF INSPECTIONS AND PERMITS	1	94,652	94,652
16550001	411001	BUILDING INSPECTOR GRADE-F001 STEP 16 of 17	4	59,106	236,424
16550001	411001	BUILDING INSPECTOR GRADE-F001 STEP 13 OF 17	12	45,972	551,664
16550001	411001	CLERK GRADE-A002 STEP 16 OF 17	1	39,066	39,066
16550001	411001	LABORER II GRADE-B025 STEP 7	1	40,391	40,391
16550001	411001	CLERK GRADE-A002 STEP 2 of 7	1	36,688	36,688



City of Buffalo
Recommended Budget 2019-2020
General Fund

**Housing & Enforcement
Budgeted Salaries**

Org	Object	Description	Quantity	Unit Cost	Total
16550001	411001	BUILDING INSPECTOR GRADE-F001 STEP 14 OF 17	2	49,255	98,510
16550001	411001	ELECTRICAL INSPECTOR GRADE-F001 STEP 14 OF 17	1	49,255	49,255
16550001	411001	Lead Field Supervisor	1	65,000	65,000
16550001	411001	Attrition		(79,121)	(79,121)
		Total	77		4,274,715



City of Buffalo
 Recommended Budget 2019-2020
 General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 4/30/2019	2019-2020 Recommended Budget
1151 LICENSES AND PERMITS TOTAL	450,935.01	910,064.00	910,064.00	395,643.32	867,413.00
16551001 PERMITS PS	423,563.69	887,989.00	883,889.00	371,369.32	864,988.00
411001 ANNUAL SALARY	399,314.17	847,239.00	847,239.00	355,256.20	835,263.00
413001 OVERTIME	529.15	2,000.00	2,000.00	586.90	1,000.00
413003 ACTING TIME	0.00	50.00	50.00	0.00	0.00
413004 SHIFT DIFFERENTIAL	1,320.00	1,500.00	1,500.00	0.00	1,500.00
414001 LONGEVITY	8,681.78	10,000.00	10,000.00	5,315.20	6,225.00
414007 PERFECT ATTENDANCE INCENTIVE	3,809.59	5,500.00	5,500.00	0.00	4,500.00
414028 VACATION BUYOUT	0.00	1,500.00	1,500.00	1,292.02	1,500.00
415001 AUTOMOBILE ALLOWANCE	9,909.00	20,200.00	16,100.00	8,919.00	15,000.00
16551004 PERMITS TR	175.00	175.00	175.00	175.00	175.00
458003 REGISTRATION & MEMBERSHIP FEES	175.00	175.00	175.00	175.00	175.00
16551005 PERMITS SP	3,889.98	1,000.00	1,500.00	1,468.00	0.00
461001 OFFICE SUPPLIES	3,889.98	1,000.00	1,500.00	1,468.00	0.00
16551006 PERMITS SV	23,306.34	20,900.00	24,500.00	22,631.00	2,250.00
432004 ENGINEER & TECHNICAL SERVICES	22,764.50	20,000.00	24,100.00	22,281.00	1,800.00
455000 PRINTING & BINDING	0.00	550.00	50.00	0.00	100.00
455100 INTERNAL PRINT SHOP	541.84	350.00	350.00	350.00	350.00



City of Buffalo
Recommended Budget 2019-2020
General Fund

**Licenses & Permits
Budgeted Salaries**

Org	Object	Description	Quantity	Unit Cost	Total
16551001	411001	ACCOUNT CLERK TYPIST GRADE-A005 STEP 7 OF 7	1	41,560	41,560
16551001	411001	ACCOUNT CLERK TYPIST GRADE-A005 STEP 7	1	41,560	41,560
16551001	411001	BINGO INSPECTOR GRADE-A022 STEP 5 OF 5	1	47,725	47,725
16551001	411001	BUILDING CODE SPECIALIST GRADE-A024 STEP 5 OF 5	2	67,185	134,370
16551001	411001	CHIEF BUILDING INSPECTOR GRADE-F003 STEP 5 OF 5	1	72,675	72,675
16551001	411001	CLERK GRADE-A002 STEP 4 OF 7	1	37,873	37,873
16551001	411001	CLERK GRADE-A002 STEP 5 OF 7	1	38,469	38,469
16551001	411001	COORDINATOR OF DEVELOPMENTAL PLANS GRADE-A069 STEP 5 OF 5	1	70,457	70,457
16551001	411001	LICENSE INSPECTOR GRADE-A029 STEP 5 OF 5	1	54,777	54,777
16551001	411001	LICENSE INSPECTOR GRADE-A029 STEP 3 OF 7	1	50,303	50,303
16551001	411001	SUPERVISOR OF BUILDING CONSTRUCTION GRADE-F002 STEP 7 OF 7	2	69,127	138,254
16551001	411001	SUPERVISOR OF LICENSES GRADE-A063 STEP 5 OF 5	1	1	1
16551001	411001	SENIOR TYPIST GRADE-A006 STEP 5 OF 5	1	42,098	42,098
16551001	411001	CLERK GRADE-A002 STEP 2 OF 7	1	36,688	36,688
16551001	411001	SUPERVISING BUILDING CODE SPECIALIST GRADE-A073 STEP 5 OF 5	1	70,766	70,766
16551001	411001	SENIOR ACCOUNT CLERK TYPIST GRADE-A007 STEP 5 OF 5	1	42,687	42,687
16551001	411001	Attrition		(85,000)	(85,000)
		Total	18		835,263