

**DEPARTMENT OF PERMIT AND INSPECTION SERVICES**

**Housing Enforcement #65-1150**

**Licenses & Permits #65-1151**

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## **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	3,517,547
Total Appropriations	<u>8,448,482</u>
<b>Net</b>	<b><u>(\$3,554,732)</u></b>

### **Licenses & Permits Summary**

Revenue	\$5,702,650
Appropriations	867,413
Fringes	822,286
Total Appropriations	<u>1,689,699</u>
<b>Net</b>	<b><u>\$4,012,951</u></b>

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## **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.

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### **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.

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## Work Program Statistics

	<b>Actual 2017-2018</b>	<b>Projection 2018-2019</b>	<b>Estimate 2019-2020</b>
Inspections conducted	68,850	66,800	78,000
New court cases	2,300	1,510	2,100
Adjourned court cases processed	2,300	1,850	2,200
Demolitions completed	350	175	150
DEMOLITIONS COMPLETED - PRIVATELY OWNED (by owner no cost to city)	60	28	30
Certificates of registrations for multiple dwellings	550	505	650
New construction certificates of occupancy	218	240	270
Conditional certificate of occupancy	110	137	160
Certificate of compliance	640	730	750
Number new liens placed against fire ins. Proceeds of fire dama. Proj.	29	35	45
Number settled cases for which funds have been collected	10	11	15
Funds recovered by multiple tenant families from settled cases (\$)	\$58,000	\$20,000	\$25,000
No. Properties brought into compliance	8,100	8,400	8,700
Bingo inspections	170	0	100
Regular inspections	9,200	13,450	15,000
Licensed issued	24,900	24,875	25,000
Plans filed	1,100	2,900	3,000
Plans examined	990	2,890	3,000
Plans approved	915	2,300	2,500
Plans revised	872	2,260	2,300
Plans voided	62	95	100
Building permits issued	9,400	13,300	14,000
Electrical permits issued	2,845	3,385	3,500
Elevator permits issued	13	10	25
Plumbing permits issued	1,890	1,990	2,100
Heating permits issued	635	805	815



City of Buffalo  
 Adopted Budget 2019-2020  
 General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 6/10/2019	2019-2020 Adopted Budget
<b>1150 HOUSING AND ENFORCEMENT TOTAL</b>	<b>5,104,181.07</b>	<b>4,873,774.00</b>	<b>4,922,700.50</b>	<b>4,407,574.27</b>	<b>4,930,935.00</b>
<b>16550001 INSPECTIONS PS</b>	<b>4,650,701.27</b>	<b>4,596,155.00</b>	<b>4,596,230.00</b>	<b>4,107,947.64</b>	<b>4,626,045.00</b>
411001 ANNUAL SALARY	4,213,503.95	4,238,980.00	4,238,980.00	3,755,571.24	4,274,715.00
413001 OVERTIME	38,353.63	30,000.00	30,000.00	27,074.10	30,000.00
413003 ACTING TIME	5,836.15	4,000.00	4,000.00	2,002.28	4,000.00
414001 LONGEVITY	58,451.71	62,000.00	62,000.00	51,518.31	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	262,298.00	226,000.00
415002 CLOTHING ALLOWANCE	600.00	375.00	450.00	450.00	450.00
<b>16550004 INSPECTIONS TR</b>	<b>15,950.00</b>	<b>15,900.00</b>	<b>17,325.00</b>	<b>16,810.00</b>	<b>17,000.00</b>
458003 REGISTRATION & MEMBERSHIP FEES	15,950.00	15,900.00	17,325.00	16,810.00	17,000.00
<b>16550005 INSPECTIONS SP</b>	<b>13,622.09</b>	<b>7,325.00</b>	<b>7,306.50</b>	<b>6,417.57</b>	<b>23,000.00</b>
461001 OFFICE SUPPLIES	4,201.49	4,200.00	4,756.50	4,746.79	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	397.28	500.00
464000 PERIODICALS	0.00	350.00	350.00	0.00	500.00
467000 MISCELLANEOUS SUPPLIES	0.00	800.00	300.00	229.00	800.00
<b>16550006 INSPECTIONS SV</b>	<b>118,034.71</b>	<b>129,394.00</b>	<b>130,399.00</b>	<b>107,851.06</b>	<b>124,890.00</b>
432003 LEGAL SERVICES	50,045.00	60,000.00	57,249.00	37,085.00	55,000.00
432004 ENGINEER & TECHNICAL SERVICES	1,440.00	2,880.00	2,880.00	2,870.00	0.00
444101 RENTAL LAND & BUILDINGS	59,247.00	58,464.00	61,770.00	61,770.00	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	763.03	1,000.00
<b>16550007 INSPECTIONS CO</b>	<b>305,873.00</b>	<b>125,000.00</b>	<b>171,440.00</b>	<b>168,548.00</b>	<b>140,000.00</b>
471010 LAND IMPROVEMENTS	305,873.00	125,000.00	171,440.00	168,548.00	140,000.00



City of Buffalo  
Adopted Budget 2019-2020  
General Fund

**Housing & Enforcement  
Budgeted Salaries**

Org	Object	Description	Quantity	Unit Cost	Total
16550001	411001	Account Clerk Typist Step 5 A005	1	41,560	41,560
16550001	411001	Associate Account Clerk Step 4 A022	1	46,155	46,155
16550001	411001	Asst Dir House Prop Inspection Step 5 A086	1	79,121	79,121
16550001	411001	Boiler Inspector Step 5 E005	1	56,395	56,395
16550001	411001	Building Inspector Step 4 F001	5	63,540	317,700
16550001	411001	Building Inspector Step 5 F001	20	65,674	1,313,480
16550001	411001	Building Inspector	1	57,173	57,173
16550001	411001	Chief Building Inspector Step 5 F003	3	72,675	218,025
16550001	411001	Chief Combustion Inspector Step 5 E007	1	64,806	64,806
16550001	411001	Chief Electrical Inspector Step 5 F003	1	72,675	72,675
16550001	411001	Chief Plumbing Inspector Step 5 F003	1	72,675	72,675
16550001	411001	Clerk Part-Time Step 5 I002	1	5,170	5,170
16550001	411001	Clerk Step 5 A002	1	39,666	39,666
16550001	411001	Clerk Step 15 A002	1	38,469	38,469
16550001	411001	Combustion Inspector Step 5 E005	1	56,395	56,395
16550001	411001	Commissioner of Permit & Inspection Step 5 I129	1	110,345	110,345
16550001	411001	Director of Mayors Task Force Step 5 I039	1	61,751	61,751
16550001	411001	Electrical Inspector Step 16 F001	1	59,106	59,106
16550001	411001	Examiner (Plumbers) Step 5 I001	3	1,939	5,817
16550001	411001	Legal Aide Mayor Task Force Housing Step 5 A005	1	41,560	41,560
16550001	411001	Plumbing Inspector Step 5 F001	3	65,674	197,022
16550001	411001	Supervisor of Slum & Blight Step 5 F005	1	72,346	72,346
16550001	411001	Supervisor of Elevators Step 5 F003	1	72,675	72,675
16550001	411001	Senior Typist Step 5 A006	1	42,099	42,099
16550001	411001	Deputy Commissioner of Inspections And Permits	1	94,652	94,652
16550001	411001	Building Inspector Step 16 F001	4	59,106	236,424
16550001	411001	Building Inspector Step 13 F001	12	45,972	551,664
16550001	411001	Clerk Step 16 A002	1	39,066	39,066
16550001	411001	Laborer II Step 7 B025	1	40,391	40,391
16550001	411001	Clerk Step 2 A002	1	36,688	36,688
16550001	411001	Building Inspector Step 14 F001	2	49,255	98,510



City of Buffalo  
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**Housing & Enforcement  
Budgeted Salaries**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
16550001	411001	Electrical Inspector Step 14 F001	1	49,255	49,255
16550001	411001	Lead Field Supervisor	1	65,000	65,000
16550001	411001	Attrition		(79,121)	(79,121)
		<b>Total</b>	<b>77</b>		<b>4,274,715</b>





City of Buffalo  
 Adopted Budget 2019-2020  
 General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 6/10/2019	2019-2020 Adopted Budget
<b>1151 LICENSES AND PERMITS TOTAL</b>	<b>450,935.01</b>	<b>910,064.00</b>	<b>910,064.00</b>	<b>446,201.51</b>	<b>867,413.00</b>
<b>16551001 PERMITS PS</b>	<b>423,563.69</b>	<b>887,989.00</b>	<b>883,889.00</b>	<b>421,696.31</b>	<b>864,988.00</b>
411001 ANNUAL SALARY	399,314.17	847,239.00	847,239.00	401,552.99	835,263.00
413001 OVERTIME	529.15	2,000.00	2,000.00	1,068.10	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	7,415.20	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	10,368.00	15,000.00
<b>16551004 PERMITS TR</b>	<b>175.00</b>	<b>175.00</b>	<b>175.00</b>	<b>175.00</b>	<b>175.00</b>
458003 REGISTRATION & MEMBERSHIP FEES	175.00	175.00	175.00	175.00	175.00
<b>16551005 PERMITS SP</b>	<b>3,889.98</b>	<b>1,000.00</b>	<b>1,500.00</b>	<b>1,499.20</b>	<b>0.00</b>
461001 OFFICE SUPPLIES	3,889.98	1,000.00	1,500.00	1,499.20	0.00
<b>16551006 PERMITS SV</b>	<b>23,306.34</b>	<b>20,900.00</b>	<b>24,500.00</b>	<b>22,831.00</b>	<b>2,250.00</b>
432004 ENGINEER & TECHNICAL SERVICES	22,764.50	20,000.00	24,100.00	22,481.00	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  
Adopted Budget 2019-2020  
General Fund

**Licenses & Permits  
Budgeted Salaries**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
16551001	411001	Account Clerk Typist Step 7 A005	1	41,560	41,560
16551001	411001	Account Clerk Typist Step 7 A005	1	41,560	41,560
16551001	411001	Bingo Inspector Step 5 A022	1	47,725	47,725
16551001	411001	Building Code Specialist Step 5 A024	2	67,185	134,370
16551001	411001	Chief Building Inspector Step 5 F003	1	72,675	72,675
16551001	411001	Clerk Step 4 A002	1	37,873	37,873
16551001	411001	Clerk Step 5 A002	1	38,469	38,469
16551001	411001	Coordinator Of Developmental Plans Step 5 A069	1	70,457	70,457
16551001	411001	License Inspector Step 5 A029	1	54,777	54,777
16551001	411001	License Inspector Step 3 A029	1	50,303	50,303
16551001	411001	Supervisor Of Building Construction Step 7 F002	2	69,127	138,254
16551001	411001	Supervisor Of Licenses Step 5 A063	1	-	-
16551001	411001	Senior Typist Step 5 A006	1	42,098	42,098
16551001	411001	Clerk Step 2 A002	1	36,688	36,688
16551001	411001	Supervising Building Code Specialist Step 5 A073	1	70,766	70,766
16551001	411001	Senior Account Clerk Typist Step 5 A007	1	42,687	42,687
16551001	411001	Attrition		(85,000)	(85,000)
		<b>Total</b>	<b>18</b>		<b>835,262</b>