



# DEPARTMENT OF PERMITS & INSPECTION SERVICES

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## HOUSING ENFORCEMENT

Division #65-1150

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## LICENSES & PERMITS

Division #65-1151

# DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Housing Enforcement  
Division #65-1150

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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.

## **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 instead of an in person visit 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 Management Information Systems to continue to update equipment and software (conversion to Hansen 11).

## **Achievements**

1. The electronic plan review software is now fully operational and is allowing us to move plan review approvals quicker than ever before, due to real time approvals of documents and revision submittals. Architects and engineers alike are commenting about how plan submission approvals have been accelerated because of the software.
2. In keeping with our aggressive lead abatement program our Department hired an environmental lead supervisor to oversee all lead-related issues. In addition, the Department hired two rental registration inspectors, who are also certified to perform lead inspections. Their responsibility will be to inspect residences [interior & exterior] and respond to lead related complaints by homeowners and tenants in the most severely affected areas. In order to speed up the process, two more inspectors will be added to the team so that we can cover more of the areas most affected by lead contamination.
3. Classroom instruction continues for all inspectors on various facets of code enforcement, plan review, licensing, zoning, permits, mechanical, etc.
4. The Airbnb licensing began and we will continue to inspect homes that apply for the licenses for all safety-related issues. We expect anywhere from 300 to 500 applicants to register.

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5. We started implementation of the mayor's 'get tough' inspection program of all historic and commercial structures in the City.
6. We are again looking into the possibility of the use of drones for inspection of buildings that inspectors cannot gain access to (overhead pictures of structures).
7. We expect to have Hansen 11 up and running by the spring, which will enable our inspectors to use electronic pads in the field and give them the ability to access information that they would normally have to come back to City hall to obtain.

## 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.

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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.

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## **Work Program Statistics**

	<b>Actual 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Inspections conducted	66,800	70,200	65,300
New court cases	1,510	1,750	2,100
Adjourned court cases processed	1,850	1,500	1,700
Demolitions completed	175	164	155
DEMOLITIONS COMPLETED - PRIVATELY OWNED (by owner no cost to City)	28	32	25
Certificates of registrations for multiple dwellings	505	601	700
New construction certificates of occupancy	240	272	280
Conditional certificate of occupancy	137	148	160
Certificate of compliance	730	815	840
Number new liens placed against fire ins. Proceeds of fire damage	35	44	60
Number settled cases for which funds have been collected	11	5	15
Funds recovered by multiple tenant families from settled cases	\$20,000	\$25,000	\$25,000
Properties brought into compliance	8,400	9,800	10,000
Bingo inspections	-	55	75
Regular inspections	13,450	16,925	20,000
Licensed issued	24,875	24,200	25,744
Plans filed	2,900	3,750	3,950
Plans examined	2,890	3,115	3,800
Plans approved	2,300	2,775	3,500
Plans revised	2,260	2,687	3,500
Plans voided	95	115	150
Building permits issued	13,300	17,220	18,000
Electrical permits issued	3,385	3,947	4,000
Elevator permits issued	10	25	50
Plumbing permits issued	1,990	2,176	2,500
Heating permits issued	805	1,353	1,400



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
<b>1150 HOUSING AND ENFORCEMENT TOTAL</b>	<b>4,969,207</b>	<b>4,930,935</b>	<b>5,447,170</b>	<b>4,979,267</b>	<b>5,010,649</b>
<b>16550001 INSPECTIONS PS</b>	<b>4,679,313</b>	<b>4,626,045</b>	<b>4,626,055</b>	<b>4,317,993</b>	<b>4,574,088</b>
411001 ANNUAL SALARY	4,242,276	4,274,715	4,274,715	3,975,517	4,228,758
413001 OVERTIME	28,658	30,000	30,000	15,594	17,000
413003 ACTING TIME	2,200	4,000	4,000	2,412	2,500
414001 LONGEVITY	53,803	55,880	55,880	54,778	55,880
414007 PERFECT ATTENDANCE INCENTIVE	32,768	30,000	30,000	-	34,500
414028 VACATION BUYOUT	8,786	5,000	5,000	8,206	5,000
415001 AUTOMOBILE ALLOWANCE	310,382	226,000	226,000	261,475	230,000
415002 CLOTHING ALLOWANCE	440	450	460	10	450
<b>16550004 INSPECTIONS TR</b>	<b>16,810</b>	<b>17,000</b>	<b>18,475</b>	<b>18,395</b>	<b>22,000</b>
458001 TRANSPORTATION	-	-	413	413	-
458002 MEALS & LODGING	-	-	200	199	-
458003 REGISTRATION & MEMBERSHIP FEES	16,810	17,000	17,862	17,784	22,000
<b>16550005 INSPECTIONS SP</b>	<b>6,418</b>	<b>23,000</b>	<b>18,088</b>	<b>17,599</b>	<b>5,600</b>
461001 OFFICE SUPPLIES	4,747	-	-	-	-
461003 PRINTING DUPLICATING SUPPLIES	895	1,000	1,000	780	1,500
461005 PHOTO & DRAFTING SUPPLIES	150	200	200	74	300
461007 COMP & SOFTWARE (NON CAPITAL)	-	20,000	14,360	14,360	2,000
461201 CLOTHING & UNIFORMS	397	500	-	-	500
464000 PERIODICALS	-	500	2,101	2,081	500
467000 MISCELLANEOUS SUPPLIES	229	800	428	304	800
<b>16550006 INSPECTIONS SV</b>	<b>112,971</b>	<b>124,890</b>	<b>126,807</b>	<b>92,661</b>	<b>123,880</b>
432003 LEGAL SERVICES	42,205	55,000	29,827	27,385	45,000
432004 ENGINEER & TECHNICAL SERVICES	2,870	-	6,000	6,000	-
444101 RENTAL LAND & BUILDINGS	61,770	62,640	57,483	53,916	71,280
454000 ADVERTISING	672	250	-	-	400
455000 PRINTING & BINDING	4,691	6,000	4,511	4,415	6,000
455100 INTERNAL PRINT SHOP	763	1,000	1,000	945	1,200
490000 FREEZE FUNDS	-	-	27,985	-	-
<b>16550007 INSPECTIONS CO</b>	<b>153,695</b>	<b>140,000</b>	<b>657,745</b>	<b>532,619</b>	<b>285,081</b>
471010 LAND IMPROVEMENTS	153,695	140,000	657,745	532,619	285,081



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

**Housing & Enforcement**  
**16550001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk Typist	5	A005	1	\$ 43,239	\$ 43,239
Assistant Director of Housing Property Inspection	5	A086	1	82,317	82,317
Associate Account Clerk	5	A022	1	49,653	49,653
Boiler Inspector	5	E005	1	56,395	56,395
Building Inspector	16	F001	5	59,106	295,530
Building Inspector	15	F001	2	52,539	105,078
Building Inspector	12	F001	2	42,688	85,376
Building Inspector	11	F001	-	39,404	-
Building Inspector	11	F001	-	39,404	-
Building Inspector	5	F001	19	65,674	1,247,806
Building Inspector	2	F001	1	59,293	59,293
Building Inspector	14	F001	9	49,255	443,295
Building Inspector	13	F001	3	45,972	137,916
Chief Building Inspector	5	F003	3	72,675	218,025
Chief Combustion Inspector	5	E007	1	64,806	64,806
Chief Electrical Inspector	5	F003	1	72,675	72,675
Chief Plumbing Inspector	5	F003	1	72,675	72,675
Clerk	17	A002	1	40,645	40,645
Clerk	16	A002	1	40,023	40,023
Clerk	15	A002	1	39,403	39,403
Clerk	5	A002	1	41,268	41,268
Clerk Part-Time	5	I002	-	5,170	-
Combustion Inspector	5	E005	1	56,395	56,395
Commissioner of Permit & Inspection Services	5	I129	1	112,552	112,552
Deputy Commissioner of Inspections And Permits	5	I045	1	96,545	96,545
Director of Mayor's Task Force on Housing	5	I039	1	64,247	64,247
Electrical Inspector	17	F001	1	65,674	65,674
Electrical Inspector	15	F001	1	52,539	52,539
Environmental Safety Assessor	5	I177	1	66,300	66,300
Examiner (Plumbers)	5	I001	3	1,939	5,817
Laborer II	5	B025	1	40,391	40,391
Legal Aide to the Mayor's Task Force on Housing	5	A005	1	43,239	43,239
Plumbing Inspector	5	F001	3	65,674	197,022
Senior Typist	5	A006	2	43,799	87,598
Senior Typist	5	A006	-	43,799	-
Supervisor of Elevator Inspection	5	F003	1	72,675	72,675
Supervisor of Slum and Blight	5	F005	1	72,346	72,346
<b>Total</b>			<b>74</b>		<b>\$ 4,228,758</b>



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
<b>1151 LICENSES AND PERMITS TOTAL</b>	<b>509,227</b>	<b>867,413</b>	<b>868,933</b>	<b>562,216</b>	<b>781,691</b>
<b>16551001 PERMITS PS</b>	<b>484,722</b>	<b>864,988</b>	<b>864,988</b>	<b>558,333</b>	<b>778,891</b>
411001 ANNUAL SALARY	456,778	835,263	835,263	531,943	746,666
413001 OVERTIME	2,178	1,000	1,000	166	500
413004 SHIFT DIFFERENTIAL	10	1,500	1,500	618	1,500
414001 LONGEVITY	7,415	6,225	6,225	9,175	6,225
414007 PERFECT ATTENDANCE INCENTIVE	4,818	4,500	4,500	-	4,500
414028 VACATION BUYOUT	1,292	1,500	1,500	1,319	1,500
415001 AUTOMOBILE ALLOWANCE	12,231	15,000	15,000	15,112	18,000
<b>16551004 PERMITS TR</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>200</b>
458003 REGISTRATION & MEMBERSHIP FEES	175	175	175	175	200
<b>16551005 PERMITS SP</b>	<b>1,499</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
461001 OFFICE SUPPLIES	1,499	-	-	-	-
<b>16551006 PERMITS SV</b>	<b>22,831</b>	<b>2,250</b>	<b>3,770</b>	<b>3,708</b>	<b>2,600</b>
432004 ENGINEER & TECHNICAL SERVICES	22,481	1,800	3,520	3,505	2,000
455000 PRINTING & BINDING	-	100	100	68	250
455100 INTERNAL PRINT SHOP	350	350	150	135	350





City of Buffalo  
Adopted Budget 2020-2021  
General Fund

**Licenses & Permits**  
**16551001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk-Typist	17	A005	2	\$ 43,239	\$ 86,478
Bingo Inspector	5	A005	1	49,653	49,653
Building Code Specialist	5	A024	2	68,529	137,058
Chief Building Inspector	5	F003	1	72,675	72,675
Clerk	13	A002	1	38,170	38,170
Clerk	13	A002	-	38,170	-
Clerk	12	A002	1	37,552	37,552
Coordinator of Development Plans	5	A069	1	73,303	73,303
License Inspector	13	A029	1	53,480	53,480
License Inspector	5	A029	1	56,990	56,990
Senior Account Clerk Typist	5	A007	-	42,687	-
Senior Typist	5	A006	-	42,098	-
Supervising Building Codes Specialist	5	A073	1	72,180	72,180
Supervisor of Building Construction Plans	17	F002	1	69,127	69,127
Supervisor of Licenses	5	A063	-	66,163	-
<b>Total</b>			<b>13</b>		<b>\$ 746,666</b>