



# 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. Continue the rebirth and growth of the city of Buffalo by assisting property and business owners through expediting the plan approval and permit process, business license issuance along with increased property inspections to ensure neighborhood stabilization and affordable quality housing.
2. In the department's continuing efforts to reduce lead-paint based hazards, we have hired a new Environmental Coordinator and two (2) Building Inspectors who are detailed to work exclusively on lead complaints and to perform interior inspections of units in one- and two-family structures. These inspectors visited the City of Rochester earlier in the year to learn best practices for the reduction of lead exposure and prevention.
3. DPIS has provided and will continue to provide training for our inspection staff in addition to the NYS mandated training courses and 24 hours of yearly continuing education. We are also cross training staff in every facet of inspections and code enforcement.
4. Despite the COVID crisis, revenues from permits and licenses has been remarkably consistent with an estimated drop in permit and license revenues of 20% but a record amount of revenues from our Rental Registration program.
5. DPIS is in full support of the 2022 Ordinance to inspect local landmarked properties every three years. Work was already underway when the ordinance was adopted. To aid in our work, inspectors are using drones as a tool to perform more comprehensive inspections. The drones enhance our inspectors' ability to inspect roofs, upper portions of exterior walls and difficult to access areas of properties and buildings.
6. DPIS is working with the Law Department to update the number and nature of violations that inspectors can issue tickets for and to increase the nature and scope of departmental hearings in conjunction with an expanded Bureau of Administrative Adjudication. Furthermore, the department saw the successful passage of new legislation with respect to Proactive Rental Inspections, Short Term Rentals, and Parking Garage Structures.
7. We will continue to work with the Community Foundation of Buffalo and WNY and others to provide and successfully disseminate educational material regarding lead.
8. During the current year, the importance of a digital presence has become paramount. DPIS will work to increase the department's presence on the internet and use it as a vehicle to inform the public of matters of an ongoing interest that are occurring in the department.

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9. We will continue to meet regularly with MIS, OSP, BURA, and DPW to share information and improve processes within departments.

## Achievements

1. 2021 has continued to be challenging for our city, but the department of Permit & Inspection Services has taken what was learned from the necessary adaptations implemented during the pandemic in 2020 and put in place additional changes to provide services to the public concerning inspections, permits and building plan submittals.

2. The Department of Permits and Inspections (DPIS) has continued to improve business practices with the use of upgraded technology. The conversion of our IPS software from Version 8 to Version 11 is now complete and with the help of MIS and representatives from Infor Technologies we have worked to expand our use of the software. The process to issue certificates of compliance is now automated and all information is stored digitally in the system. Our department is currently working to duplicate this process for the issuance of certificates of occupancy and when complete, this information will be added to the Open Data Portal. Electronic application and plan submittal have reached upwards of 90% for construction projects located in the City of Buffalo and we are hopeful to get to 95% digital submittal within the next few years. The majority of our building inspectors including all new hires from this point forward are now assigned laptops including “hot spot” connectivity. This allows not only remote access, but also more efficient data lookup and data entry while in the field.

3. Commissioner Jim Comerford retired in 2022 and Deputy Commissioner Lou Petrucci retired in 2021 after years of dedicated service. They instilled a culture of service and responsibility to the residents and businesses of the City. Newly appointed Commissioner Cathy Amdur and Deputy Commissioner Kevin Gould are continuing this dedication to service while looking to continually evaluate and improve our processes and practices.

4. With the new Implementation of technology amongst the inspectors in the Department. The Proactive Rental Inspection Program was able to take afoot. The process required training a team of 10 New York State License Building Inspectors in community outreach and education on health and safety housing standard. External training was also provided through the community health worker networks for cultural competency and awareness. Paired with the use of a new online booking's portal. Dedicated to increasing the accessibility for tenant and landlords to schedule PRI inspections at the client's leisure. In collaboration with the Partnership for Public Good (PPG) the Department of Permits and Inspections presented the details of the Proactive Rental Inspection program and took questions from landlords and tenants in the City of Buffalo. The presentations include the history of the program's development, statements of support for the program and legislation from Common Council Chairman Rivera and Councilman Nowakowski, the objectives and design of the program, and information on financial assistance available for landlords.

# DEPARTMENT OF PERMIT AND INSPECTION SERVICES

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### 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 Orders To Remedy 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.
14. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.

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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 Division #65-1150

## Licenses & Permits Division #65-1151

### Work Program Statistics

	<b>Actual 2020-2021</b>	<b>Projection 2021-2022</b>	<b>Estimate 2022-2023</b>
Inspections conducted	65,300	55,500	62,150
New court cases	2,100	850	850
Adjourned court cases processed	1,700	1,200	1,200
Demolitions completed	155	65	70
Demolitions Completed – Privately Owned (by owner, no cost to City)	25	40	50
Certificates of registrations for multiple dwellings	700	350	80
New construction certificates of occupancy	280	295	450
Conditional certificate of occupancy	160	110	30
Certificate of compliance	840	600	900
Number new liens placed against fire insurance	60	15	15
Number settled cases for which funds have been collected	15	17	15
Funds recovered by multiple tenant families from settled cases	\$25,000	\$123,000	100,000
Properties brought into compliance	10,000	7,600	9,000
Bingo inspections	75	40	160
Regular inspections	20,000	15,300	18,500
Licensed issued	25,744	20,200	21,000
Plans filed	3,950	4,300	4,200
Plans examined	3,800	4,200	4,000
Plans approved	3,500	4,135	4,100
Plans revised	3,500	3,990	3,700
Plans voided	150	98	100
Building permits issued	18,000	12,100	9,500
Electrical permits issued	4,000	2,716	2,700
Elevator permits issued	50	62	60
Plumbing permits issued	2,500	960	2,000
Heating permits issued	1,400	835	1,100



City of Buffalo  
Recommended Budget 2022-2023  
General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 4/28/2022	2022-2023 Recommended Budget
<b>1150 HOUSING AND ENFORCEMENT TOTAL</b>	<b>4,974,855</b>	<b>4,898,434</b>	<b>5,066,141</b>	<b>4,107,611</b>	<b>5,130,558</b>
<b>16550001 INSPECTIONS PS</b>	<b>4,719,581</b>	<b>4,490,954</b>	<b>4,490,954</b>	<b>3,643,868</b>	<b>4,710,278</b>
411001 ANNUAL SALARY	4,297,386	4,144,174	4,144,174	3,323,095	4,331,998
412002 HOURLY SALARY	8,663	0	10,000	21,125	25,000
413001 OVERTIME	22,673	17,000	7,000	14,680	20,000
413003 ACTING TIME	1,903	2,500	2,500	9,336	3,000
414001 LONGEVITY	58,405	55,880	55,880	51,469	55,880
414007 PERFECT ATTENDANCE INCENTIVE	37,637	36,000	36,000	0	36,000
414028 VACATION BUYOUT	9,914	5,000	5,000	7,817	8,000
415001 AUTOMOBILE ALLOWANCE	282,850	230,000	230,000	216,196	230,000
415002 CLOTHING ALLOWANCE	150	400	400	150	400
<b>16550004 INSPECTIONS TR</b>	<b>125</b>	<b>24,000</b>	<b>23,000</b>	<b>16,775</b>	<b>24,000</b>
458003 REGISTRATION & MEMBERSHIP FEES	125	24,000	23,000	16,775	24,000
<b>16550005 INSPECTIONS SP</b>	<b>2,993</b>	<b>5,600</b>	<b>6,327</b>	<b>4,748</b>	<b>5,400</b>
461003 PRINTING DUPLICATING SUPPLIES	204	1,500	600	541	500
461005 PHOTO & DRAFTING SUPPLIES	0	300	300	0	300
461007 COMP & SOFTWARE (NON CAPITAL)	175	2,000	1,921	1,293	2,000
461201 CLOTHING & UNIFORMS	90	500	710	510	500
464000 PERIODICALS	997	500	1,500	1,401	1,300
467000 MISCELLANEOUS SUPPLIES	1,528	800	1,295	1,003	800
<b>16550006 INSPECTIONS SV</b>	<b>73,341</b>	<b>123,880</b>	<b>123,880</b>	<b>82,761</b>	<b>136,880</b>
432003 LEGAL SERVICES	1,050	45,000	45,000	24,749	45,000
434000 OTHER CONTRACTUAL SERVICES	0	0	0	0	13,000
444101 RENTAL LAND & BUILDINGS	65,241	71,280	71,280	53,163	71,280
454000 ADVERTISING	0	400	400	0	400
455000 PRINTING & BINDING	6,720	6,000	6,000	4,255	6,000
455100 INTERNAL PRINT SHOP	330	1,200	1,200	594	1,200
<b>16550007 INSPECTIONS CO</b>	<b>178,815</b>	<b>254,000</b>	<b>421,980</b>	<b>359,460</b>	<b>254,000</b>
471010 LAND IMPROVEMENTS	178,815	254,000	421,980	359,460	254,000



City of Buffalo  
 Recommended Budget 2022-2023  
 General Fund

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

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk Typist	12	A005	1	\$ 40,575	\$ 40,575
Account Clerk Typist	5	A005	1	44,986	44,986
Associate Account Clerk	5	4022	1	51,659	51,659
Asst Dir House Prop Inspection	5	A086	1	85,643	85,643
Boiler Inspector	5	E005	1	56,395	56,395
Building Inspector	4	F001	1	63,540	63,540
Building Inspector	11	F001	1	42,688	42,688
Building Inspector	12	F001	3	42,688	128,064
Building Inspector	14	F001	1	49,255	49,255
Building Inspector	15	F001	2	52,539	105,078
Building Inspector	16	F001	9	59,106	531,954
Building Inspector	17	F001	13	65,674	853,762
Building Inspector	5	F001	11	65,674	722,414
Building Inspector (Rental Reg)	14	F001	2	49,255	98,510
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	2	42,936	85,872
Clerk	5	A002	1	42,936	42,936
Combustion Inspector	5	E005	1	56,395	56,395
Commissioner of Permit & Inspection Services			1	126,131	126,131
Deputy Commissioner of Inspections And Permits	5	I045	1	102,454	102,454
Director of Mayors Task Force	5	I139	1	66,842	66,842
Electrical Inspector	15	F001	1	52,539	52,539
Electrical Inspector	17	F001	1	65,674	65,674
Electrical Inspector	17	F001	1	65,674	65,674
Environmental Safety Assessor			1	76,841	76,841
Examiner (Plumbers)	5	I001	3	2,058	6,174
Laborer II	5	B025	1	44,150	44,150
Plumbing Inspector	5	F001	3	65,674	197,022
Senior Typist	5	A006	1	45,569	45,569
Supervisor of Elevators	5	F003	1	72,675	72,675
Supervisor of Slum & Blight	5	F005	1	72,346	72,346
Attrition					(150,000)
<b>Total</b>			<b>75</b>		<b>\$ 4,331,998</b>





City of Buffalo  
 Recommended Budget 2022-2023  
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 4/28/2022	2022-2023 Recommended Budget
<b>1151 LICENSES AND PERMITS TOTAL</b>	<b>608,159</b>	<b>900,061</b>	<b>902,161</b>	<b>461,892</b>	<b>864,365</b>
<b>16551001 PERMITS PS</b>	<b>604,887</b>	<b>897,311</b>	<b>897,311</b>	<b>460,148</b>	<b>861,515</b>
411001 ANNUAL SALARY	571,254	864,086	864,086	442,623	828,290
413001 OVERTIME	40	500	500	1,190	500
413004 SHIFT DIFFERENTIAL	0	1,500	1,500	0	1,500
414001 LONGEVITY	9,800	6,225	6,225	6,724	6,225
414007 PERFECT ATTENDANCE INCENTIVE	5,354	5,000	5,000	0	5,000
414028 VACATION BUYOUT	2,663	2,000	2,000	0	2,000
415001 AUTOMOBILE ALLOWANCE	15,776	18,000	18,000	9,611	18,000
<b>16551004 PERMITS TR</b>	<b>175</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>
458003 REGISTRATION & MEMBERSHIP FEES	175	200	200	0	200
<b>16551006 PERMITS SV</b>	<b>3,097</b>	<b>2,550</b>	<b>4,650</b>	<b>1,743</b>	<b>2,650</b>
432004 ENGINEER & TECHNICAL SERVICES	2,805	2,000	2,000	0	2,000
455000 PRINTING & BINDING	0	200	2,300	1,503	300
455100 INTERNAL PRINT SHOP	292	350	350	240	350



City of Buffalo  
 Recommended Budget 2022-2023  
 General Fund

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

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk-Typist	17	A005	3	\$ 44,986	\$ 134,958
Bingo Inspector	5	A005	1	51,659	51,659
Building Code Specialist	5	A024	2	72,723	145,446
Chief Building Inspector	5	F003	1	72,675	72,675
Clerk	15	A002	2	41,640	83,280
Clerk	17	A002	1	42,936	42,936
Coordinator of Development Plans	5	A069	1	76,264	76,264
License Inspector	16	A029	1	58,059	58,059
License Inspector	5	A029	1	59,293	59,293
Senior Account Clerk Typist	5	A007	1	46,205	46,205
Supervising Building Code Specialist	5	A073	1	76,598	76,598
Supervisor of Building Construction Plans	17	F002	1	69,127	69,127
Supervisor of Licenses	2	A063	1	61,790	61,790
Attrition					(150,000)
<b>Total</b>			<b>17</b>		<b>\$ 828,290</b>