

## PERMITS AND INSPECTIONS SERVICES

### HOUSING & ENFORCEMENT

### FUNCTION

1150

APPROPRIATIONS	\$	4,777,368
FRINGES	\$	1,723,808
TOTAL APPROPRIATIONS	\$	<u>6,501,176</u>
REVENUE	\$	<u>521,075</u>
NET COST	\$	<u><u>(5,980,101)</u></u>

## PERMITS & INSPECTION SERVICES

Division #65-1150, #65-1151

### GOALS

1. Provide high quality, professional and courteous public services for citizens, residents, business owners and taxpayers of the City of Buffalo.
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 development, permit 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 development, permit 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. To continue to adhere to the Mayor's goal of at least 1,000 demolitions per year in the most blighted areas of the city.
9. Utilize the new Hansen 8 system to its fullest so as to provide more efficiency and improve the quality of work.
10. To increase E-Permit traffic and refine the Permit fee system to make it less difficult and more accessible to citizens.
11. Facilitate the issuance of building, electrical and plumbing permits while assuring compliance with all codes, rules and regulations that may be applicable.
12. Combine the License, Permit and Fuel Devices staff [physical move to Room 301] which will prevent shortage of clerical and will provide citizens with easier access and the ability to conduct business in a timely fashion.

## ACTIVITIES

1. Inspect residential and commercial properties in City of Buffalo to insure 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 the Housing Part of City Court.
3. Investigate, respond and close 311 calls which continue to expand on an annual basis.
4. Issue accurate letters of violations and notices to repair or demolish, to owners or agents of record.
5. Conduct in-depth investigations of negligent home improvement contractors as well as investigation of property complaints.
6. 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.
7. Provide testing for electrical, plumbing, fuel devices and issue licenses to those individuals who fulfill the requirements.
8. Perform required pre-demolition asbestos surveys, bid asbestos removal prior to demolition of various properties and adhere to the standards of the City of Buffalo, Department of Labor and the Department of Environmental Conservation.
9. Coordinate the collection of delinquent accounts for Licenses, Demolitions and Rental Registry.
10. 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.
11. 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.
12. Review blueprints and related documents submitted to the City of Buffalo Permit Office. Blueprints are analyzed for compliance with applicable building codes and construction standards.
13. Confer with architects, developers, contractors, attorneys and building property owners regarding compliance with applicable building codes and construction standards.
14. Generate court action in cases of gross negligence and violations of non-compliance.
15. Assist architects, engineers, developers, contractors, attorneys and building property owners in preparation for variance petitions regarding the City of Buffalo Zoning Ordinance.
16. Review applications, site plans and blueprints, make field inspections for application and appearance before the New York State Variance Board.
17. Prepare formal responses to the New York Department of State with respect to the New York State variance applications.
18. Perform field investigations and inspections of building sites as requested by the Department.
19. Record, file and maintain the official records resulting from the these operations.

**WORK PROGRAM STATISTICS**

	<b>Actual 2008-2009</b>	<b>Estimate 2009-2010</b>	<b>Estimate 2010-2011</b>
Inspections Conducted	59,008	63,000	63,000
New Court Cases	1,634	1,800	2,000
Adjourned Court Cases Processed	3,255	2,900	3,000
Demolition's Completed - City Owned	496	500	500
Demolition's Completed - Privately Owned	275	300	300
Demolition's - Privately Owned (by owner at no cost to City)	165	170	150
Certificates of Registration for MD's	293	270	250
Certificates of Occupancy issued for MD's	199	200	200
New Construction Certificates of Occupancy	144	150	150
Conditional Certificate of Occupancy	50	50	50
Certificate of Compliance	148	150	155
No. new liens placed against fire insurance proceeds of fire damaged properties	30	52	50
No. of settled cases for which funds have been collected	15	20	20
Funds recovered by MTF from settled cases (\$)	\$ 99,694	\$ 100,000	\$ 100,000
No. Properties brought into compliance	5,112	6,000	6,000
Bingo Inspections	180	180	180
Regular Inspections	6,006	6,000	6,000
Licenses Issued	21,197	20,000	20,000
Plans Filed	608	600	635
Plans Examined	608	600	600
Plans Approved	479	500	500
Plans Revised	273	250	200
Plans Voided	6	3	3
Building Permits Issued	5,339	5,000	4,500
Electrical Permits Issued	2,572	3,000	3,000
Elevator Permits Issued	91	80	80
Plumbing Permits Issued	1,166	1,250	1,250
Heating Permits Issued	699	700	700

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
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65 PERMIT & INSPECTION SERVICES						
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1150 HOUSING AND ENFORCEMENT						
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16550001 INSPECTIONS PS						
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411001 ANNUAL SALARY	3,083,677.80	3,613,660.67	3,858,890.00	3,858,890.00	3,354,865.46	3,814,269.00
413001 OVERTIME	16,361.30	4,858.89	12,000.00	12,000.00	9,713.19	12,000.00
413003 ACTING TIME	1,934.55	2,154.42	2,500.00	2,500.00	6,325.15	3,200.00
414001 LONGEVITY	56,570.00	60,145.00	65,005.00	65,005.00	65,082.27	69,555.00
414004 IN LIEU OF SUMMER HOURS	346.52	380.59	381.00	381.00	392.00	449.00
414007 PERFECT ATTENDANCE INCENTIVE	25,648.21	36,582.12	26,417.00	26,417.00	.00	27,000.00
415001 AUTOMOBILE ALLOWANCE	194,467.50	242,830.50	230,400.00	230,400.00	217,584.00	231,600.00
415002 CLOTHING ALLOWANCE	225.00	300.00	300.00	300.00	300.00	300.00
415003 TOOL ALLOWANCE	2,800.00	.00	.00	.00	.00	.00
TOTAL 16550001 INSPECTIONS PS	3,382,030.88	3,960,912.19	4,195,893.00	4,195,893.00	3,654,262.07	4,158,373.00
16550004 INSPECTIONS TR						
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458001 TRANSPORTATION	102.42	.00	.00	.00	.00	.00
458002 MEALS & LODGING	388.30	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	497.60	270.00	500.00	.00	.00	500.00
TOTAL 16550004 INSPECTIONS TR	988.32	270.00	500.00	.00	.00	500.00
16550005 INSPECTIONS SP						
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461002 CONTRACT VENDOR SUPPLIES	5,775.42	4,691.89	5,000.00	3,536.71	3,534.69	3,500.00
461003 PRINTING DUPLICATING SUPPLIE	1,250.00	2,493.70	1,800.00	2,286.15	2,286.15	2,500.00
461005 PHOTO & DRAFTING SUPPLIES	593.50	534.73	600.00	.00	.00	600.00
461201 CLOTHING & UNIFORMS	570.96	661.60	1,000.00	.00	.00	1,000.00
464000 PERIODICALS	4,165.89	753.25	800.00	.00	.00	800.00
467000 MISCELLANEOUS SUPPLIES	1,216.44	1,540.19	1,670.00	573.00	572.73	1,500.00
TOTAL 16550005 INSPECTIONS SP	13,572.21	10,675.36	10,870.00	6,395.86	6,393.57	9,900.00
16550006 INSPECTIONS SV						
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CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
432003 LEGAL SERVICES	51,966.84	35,473.00	40,000.00	13,065.00	13,065.00	15,000.00
432004 ENGINEER & TECHNICAL SERVICE	4,545.00	5,223.53	20,250.00	22,345.00	22,345.00	23,000.00
443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	.00	.00	.00
444101 RENTAL LAND & BUILDINGS	51,840.00	63,440.00	58,560.00	58,560.00	57,760.00	58,560.00
454000 ADVERTISING	1,603.95	1,475.39	2,000.00	954.31	954.31	2,000.00
455000 PRINTING & BINDING	7,784.93	14,509.67	12,000.00	8,760.16	8,760.09	8,000.00
455100 INTERNAL PRINT SHOP	1,792.52	1,309.62	1,500.00	1,615.42	1,614.27	2,000.00
480000 OTHER SERVICES	2,034.69	33.35	35.00	26.88	26.88	35.00
490000 FREEZE FUNDS	.00	.00	.00	34,467.37	.00	.00
TOTAL 16550006 INSPECTIONS SV	121,567.93	121,464.56	134,345.00	139,794.14	104,525.55	108,595.00
16550007 INSPECTIONS CO						
471000 LAND	.00	.00	.00	63,075.00	63,075.00	.00
471010 LAND IMPROVEMENTS	4,264,335.32	10,317,541.80	1,000,000.00	5,748,174.70	5,854,426.63	500,000.00
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 16550007 INSPECTIONS CO	4,264,335.32	10,317,541.80	1,000,000.00	5,811,249.70	5,917,501.63	500,000.00
TOTAL 1150 HOUSING AND ENFORCEMENT	7,782,494.66	14,410,863.91	5,341,608.00	10,153,332.70	9,682,682.82	4,777,368.00

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
16550001411001		INSPECT PS ANNUAL SAL	3,858,890.00	.00	3,814,269.00 -1.16
	1000-65-1150-0000-1-00-0-45-411001-	ACCOUNT CLERK TYPIST	1.00	35,127.00	35,127.00
		GRADE A05 STEP 5			
		ASSOCIATE ACCOUNT CLERK	1.00	39,010.00	39,010.00
		GRADE A22 STEP 4			
		ASST DIR HOUSE PROP INSPECTION	1.00	66,873.00	66,873.00
		GRADE A86 STEP 5			
		BOILER INSPECTOR STEP 5 E005	1.00	43,558.00	43,558.00
		BUILDING INSPECTOR	1.00	52,140.00	52,140.00
		GRADE F01 - STEP 4			
		BUILDING INSPECTOR	40.00	53,891.00	2,155,640.00
		GRADE F01 - STEP 5			
		CHIEF BUILDING INSPECTOR	3.00	59,636.00	178,908.00
		GRADE F03 STEP 5			
		CHIEF COMBUSTION INSPECTOR	1.00	48,889.00	48,889.00
		GRADE E07 - STEP 5			
		CHIEF ELECTRICAL INSPECTOR	1.00	59,636.00	59,636.00
		GRADE F03 - STEP 5			
		CHIEF PLUMBING INSPECTOR	1.00	59,636.00	59,636.00
		GRADE - F03 STEP 5			
		CLERK PART TIME	1.00	4,502.00	4,502.00
		GRADE I 01			
		CLERK	2.00	32,770.00	65,540.00
		GRADE - A02 STEP 4			
		COMBUSTION INSPECTOR	2.00	42,289.00	84,578.00
		GRADE E05 - STEP 5			
		COMMISSIONER OF PERMIT & INSPECTION	1.00	85,000.00	85,000.00
		SERV. GRADE I065			
		DIRECTOR MAYORS TASK FORCE	1.00	52,193.00	52,193.00
		GRADE I39			
		ELECTRICAL INSPECTOR	4.00	53,891.00	215,564.00
		GRADE F01 - STEP 5			
		EXAMINER (PLUMBERS)	3.00	1,688.00	5,064.00
		GRADE I01			
		LEGAL AID MAYOR TASK FORCE HOUS	1.00	35,127.00	35,127.00
		GRADE A05 - STEP 5			
		PLUMBING INSPECTOR	3.00	53,891.00	161,673.00
		GRADE F01 - STEP 5			
		SUPERVISOR SLUM AND BLIGHT	1.00	59,366.00	59,366.00
		GRADE F05 - STEP 5			
		SUPERVISOR ELEVATOR INSPECTION	1.00	59,636.00	59,636.00
		GRADE F03 STEP 5			
		SENIOR TYPIST	.00	32,978.00	.00
		GRADE A06 - STEP 2			
		SENIOR TYPIST	1.00	35,582.00	35,582.00
		STEP 5 A006			
		TYPIST	1.00	32,770.00	32,770.00
		GRADE A02 - STEP 4			
		SENIOR SPECIAL ASSISTANT TO THE	1.00	46,269.00	46,269.00
		COMMISSIONER I024			
		DEPUTY COMM OF ECONOMIC DEVELOPMENT ,	.00	80,971.00	.00

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
		PERMITS & INSPC SERVICES			
		DIRECTOR OF HOUSING AND INSPECTIONS	1.00	69,147.00	69,147.00
		JOB CLASS 5910 GRADE I134			
		BUILDING INSPECTOR	1.00	32,334.00	32,334.00
		GRADE F01 STEP 1			
		Clerk - Step 1	1.00	30,507.00	30,507.00
16550001411001	11314	INSPECT EMER OP PS ANNUAL SAL	.00	.00	.00
		1000-65-1150-0000-1-00-0-45-411001-11314			
		BUDGET CEILING:			.00
		TOTALS:	3,858,890.00	.00	3,814,269.00 -1.16

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## PERMITS AND INSPECTION SERVICES

### LICENSES & PERMITS

### FUNCTION

1151

APPROPRIATIONS	\$	820,085
FRINGES	\$	344,339
TOTAL APPROPRIATIONS	\$	<u>1,164,424</u>
REVENUE	\$	<u>3,072,335</u>
NET COST	\$	<u><u>1,907,911</u></u>

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
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1151 LICENSES AND PERMITS						
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16551001 PERMITS PS						
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411001 ANNUAL SALARY	611,362.00	711,415.15	767,280.00	767,280.00	685,199.77	751,435.00
413001 OVERTIME	3,843.48	1,058.40	2,500.00	2,500.00	11,530.02	4,000.00
413003 ACTING TIME	344.17	.00	300.00	300.00	.00	300.00
413004 SHIFT DIFFERENTIAL	523.20	511.20	500.00	500.00	516.00	500.00
414001 LONGEVITY	15,610.69	13,975.00	12,925.00	12,925.00	13,436.40	12,200.00
414007 PERFECT ATTENDANCE INCENTIVE	4,341.01	3,681.16	4,430.00	4,430.00	.00	3,700.00
415001 AUTOMOBILE ALLOWANCE	14,097.00	21,258.00	25,200.00	25,200.00	20,199.00	23,000.00
415003 TOOL ALLOWANCE	100.00	.00	.00	.00	.00	.00
TOTAL 16551001 PERMITS PS	650,221.55	751,898.91	813,135.00	813,135.00	730,881.19	795,135.00
16551004 PERMITS TR						
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458003 REGISTRATION & MEMBERSHIP FE	100.00	150.00	150.00	.00	.00	150.00
TOTAL 16551004 PERMITS TR	100.00	150.00	150.00	.00	.00	150.00
16551005 PERMITS SP						
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461002 CONTRACT VENDOR SUPPLIES	3,428.18	3,855.29	2,000.00	1,539.25	1,559.47	1,800.00
TOTAL 16551005 PERMITS SP	3,428.18	3,855.29	2,000.00	1,539.25	1,559.47	1,800.00
16551006 PERMITS SV						
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432004 ENGINEER & TECHNICAL SERVICE	11,505.00	12,080.00	13,000.00	223,273.38	222,957.38	13,000.00
455000 PRINTING & BINDING	7,053.29	6,879.91	9,000.00	5,536.00	5,444.01	9,000.00
455100 INTERNAL PRINT SHOP	1,252.90	361.95	1,800.00	813.80	785.10	1,000.00
490000 FREEZE FUNDS	.00	.00	.00	5,037.29	.00	.00
TOTAL 16551006 PERMITS SV	19,811.19	19,321.86	23,800.00	234,660.47	229,186.49	23,000.00
16551007 PERMITS CO						
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474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
TOTAL 16551007 PERMITS CO	.00	.00	.00	.00	.00	.00
TOTAL 1151 LICENSES AND PERMITS	673,560.92	775,226.06	839,085.00	1,049,334.72	961,627.15	820,085.00

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2010-2011 ADOPTED BUDGET

1000 GENERAL FUND	2007-2008 ACTUAL AMOUNT	2008-2009 ACTUAL AMOUNT	2009-2010 ADOPTED BUDGET	2009-2010 REVISED BUDGET	2009-2010 YTD 06/21/2010	2010-2011 ADOPTED BUDGET
TOTAL 65 PERMIT & INSPECTION SERVICES	8,456,055.58	15,186,089.97	6,180,693.00	11,202,667.42	10,644,309.97	5,597,453.00
TOTAL 1000 GENERAL FUND	8,456,055.58	15,186,089.97	6,180,693.00	11,202,667.42	10,644,309.97	5,597,453.00

BUDGET PROJECTION 21011 CITY OF BUFFALO - BUDGET PROJECTION 2010-2011

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	PERCENT CHANGE
16551001411001		PERMITS PS ANNUAL SAL	767,280.00	.00	751,435.00 -2.07
	1000-65-1151-0000-1-00-0-45-411001-	ACCOUNT CLERK-TYPIST	2.00	35,127.00	70,254.00
		GRADE A05 - STEP 5			
		BINGO INSPECTOR	1.00	40,337.00	40,337.00
		GRADE A22 - STEP 5			
		BUILDING CODE SPECIALIST	2.00	56,785.00	113,570.00
		GRADE A24 - STEP 5			
		CHIEF BUILDING INSPECTOR	1.00	59,636.00	59,636.00
		GRADE F03 - STEP 5			
		CLERK	2.00	32,770.00	65,540.00
		GRADE A02 - STEP 4			
		COORDINATOR DEVELOPMENT PLANS	1.00	59,550.00	59,550.00
		GRADE A69 - STEP 5			
		LICENSE INSPECTOR	2.00	46,298.00	92,596.00
		GRADE A29 - STEP 5			
		LICENSE INSPECTOR	1.00	40,628.00	40,628.00
		GRADE A29 - STEP 1			
		SUPERVISOR OF BUILDING CONST	1.00	56,725.00	56,725.00
		GRADE F02 STEP 5			
		SUPERVISOR OF LICENSES	1.00	53,750.00	53,750.00
		GRADE A63 - STEP 5			
		SENIOR CLERK	1.00	35,582.00	35,582.00
		GRADE A06 - STEP 5			
		TYPIST	1.00	31,257.00	31,257.00
		GRADE A02 - STEP 2			
		TYPIST	1.00	32,010.00	32,010.00
		GRADE A02 - STEP 3			
		SPECIAL ASSISTANT	.00	36,212.00	.00
		I010			
16551001411001	11314	PERMITS EMER OP PS ANNUAL SAL	.00	.00	.00 .00
	1000-65-1151-0000-1-00-0-45-411001-11314				
		BUDGET CEILING:			.00
		TOTALS:	767,280.00	.00	751,435.00 -2.07

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