



DEPARTMENT OF PERMITS & INSPECTION SERVICES

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HOUSING ENFORCEMENT

Division #65-1150

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LICENSES & PERMITS

Division #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.

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.

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.

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.

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 2023-2024
 General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|---|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1150 HOUSING AND ENFORCEMENT TOTAL | 4,947,234 | 5,089,345 | 5,611,667 | 4,442,645 | 5,501,151 |
| 16550001 INSPECTIONS PS | 4,505,035 | 4,669,065 | 4,669,065 | 3,573,938 | 4,976,671 |
| 411001 ANNUAL SALARY | 4,108,041 | 4,290,785 | 4,290,785 | 3,279,563 | 4,612,391 |
| 412002 HOURLY SALARY | 25,900 | 25,000 | 25,000 | 4,900 | 0 |
| 413001 OVERTIME | 20,215 | 20,000 | 20,000 | 17,178 | 30,000 |
| 413003 ACTING TIME | 12,533 | 3,000 | 3,000 | 5,346 | 4,000 |
| 414001 LONGEVITY | 56,779 | 55,880 | 55,880 | 46,514 | 55,880 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 36,000 | 36,000 | 3,973 | 36,000 |
| 414028 VACATION BUYOUT | 7,817 | 8,000 | 8,000 | 7,683 | 8,000 |
| 415001 AUTOMOBILE ALLOWANCE | 273,599 | 230,000 | 230,000 | 208,631 | 230,000 |
| 415002 CLOTHING ALLOWANCE | 150 | 400 | 400 | 150 | 400 |
| 16550004 INSPECTIONS TR | 14,300 | 24,000 | 24,000 | 14,850 | 24,000 |
| 458003 REGISTRATION & MEMBERSHIP FEES | 14,300 | 24,000 | 24,000 | 14,850 | 24,000 |
| 16550005 INSPECTIONS SP | 3,975 | 5,400 | 5,362 | 4,005 | 12,600 |
| 461003 PRINTING DUPLICATING SUPPLIES | 541 | 500 | 610 | 590 | 600 |
| 461005 PHOTO & DRAFTING SUPPLIES | 0 | 300 | 300 | 0 | 500 |
| 461007 COMP & SOFTWARE (NON CAPITAL) | 741 | 2,000 | 942 | 552 | 2,000 |
| 461201 CLOTHING & UNIFORMS | 289 | 500 | 710 | 510 | 6,000 |
| 464000 PERIODICALS | 1,401 | 1,300 | 1,300 | 925 | 1,500 |
| 467000 MISCELLANEOUS SUPPLIES | 1,003 | 800 | 1,500 | 1,429 | 2,000 |
| 16550006 INSPECTIONS SV | 100,488 | 136,880 | 136,380 | 89,612 | 137,880 |
| 432003 LEGAL SERVICES | 29,561 | 45,000 | 45,000 | 31,678 | 40,000 |
| 434000 OTHER CONTRACTUAL SERVICES | 0 | 13,000 | 13,000 | 0 | 13,000 |
| 444101 RENTAL LAND & BUILDINGS | 64,053 | 71,280 | 71,280 | 52,866 | 71,280 |
| 454000 ADVERTISING | 0 | 400 | 400 | 0 | 400 |
| 455000 PRINTING & BINDING | 6,263 | 6,000 | 6,000 | 4,444 | 12,000 |
| 455100 INTERNAL PRINT SHOP | 610 | 1,200 | 700 | 624 | 1,200 |
| 16550007 INSPECTIONS CO | 323,437 | 254,000 | 776,860 | 760,240 | 350,000 |
| 471010 LAND IMPROVEMENTS | 323,437 | 254,000 | 776,860 | 760,240 | 350,000 |



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Housing & Enforcement
16550001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|---|-----|--------|----------|
| ACCOUNT CLERK TYPIST GRADE-A005 STEP 17 of 17 | 1 | 46,336 | 46,336 |
| ACCOUNT CLERK TYPIST GRADE-A005 STEP 5 | 1 | 46,336 | 46,336 |
| ASSOCIATE ACCOUNT CLERK GRADE-A022 STEP 5 OF 5 | 1 | 53,208 | 53,208 |
| ASST DIR HOUSE PROP INSPECTION GRADE-A086 STEP 5 OF 5 | 1 | 88,212 | 88,212 |
| Attrition | | | -100,047 |
| BOILER INSPECTOR GRADE-E005 STEP 5 OF 5 | 1 | 56,395 | 56,395 |
| BUILDING INSPECTOR | 1 | 42,688 | 42,688 |
| BUILDING INSPECTOR | 1 | 42,688 | 42,688 |
| Building Inspector F001 Step 12 of 17 | 1 | 42,688 | 42,688 |
| Building Inspector F001 Step 13 of 17 | 3 | 45,972 | 137,916 |
| BUILDING INSPECTOR GRADE-F001 STEP 15 of 17 | 1 | 52,539 | 52,539 |
| BUILDING INSPECTOR GRADE-F001 STEP 16 OF 17 | 2 | 59,106 | 118,212 |
| BUILDING INSPECTOR GRADE-F001 STEP 17 of 17 | 13 | 65,674 | 853,762 |
| BUILDING INSPECTOR GRADE-F001 STEP 17 OF 17 | 9 | 65,674 | 591,066 |



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Housing & Enforcement
16550001-411001
Budgeted Salaries

| | | | |
|--|----|---------|---------|
| BUILDING INSPECTOR GRADE-F001 STEP 5 OF 5 | 11 | 65,674 | 722,414 |
| Building Inspector Rental Reg F001 Step 15 of 17 | 2 | 52,539 | 105,078 |
| CHIEF BUILDING INSPECTOR GRADE-F003 STEP 5 OF 5 | 3 | 72,675 | 218,025 |
| CHIEF COMBUSTION INSPECTOR GRADE-E007 STEP 5 OF 5 | 1 | 64,806 | 64,806 |
| CHIEF ELECTRICAL INSPECTOR GRADE-F003 STEP 5 OF 5 | 1 | 72,675 | 72,675 |
| CHIEF PLUMBING INSPECTOR GRADE-F003 STEP 5 OF 5 | 1 | 72,675 | 72,675 |
| CLERK | 1 | 40,242 | 40,242 |
| CLERK GRADE-A002 STEP 17 OF 17 | 1 | 44,224 | 44,224 |
| CLERK GRADE-A002 STEP 5 OF 5 | 1 | 44,224 | 44,224 |
| CLERK GRADE-A002 STEP 17 of 17 | 1 | 44,224 | 44,224 |
| COMBUSTION INSPECTOR GRADE-E005 STEP 5 OF 5 | 1 | 56,395 | 56,395 |
| COMMISSIONER OF PERMIT & INSPECTION SERVICES. GRADE-I129 STEP 5 | 1 | 127,245 | 127,245 |
| DEPUTY COMMISSIONER OF INSPECTIONS AND PERMITS IO45 | 1 | 109,148 | 109,148 |



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Housing & Enforcement
16550001-411001
Budgeted Salaries

| | | | |
|--|-----------|--------|------------------|
| DIRECTOR OF MAYORS TASK FORCE GRADE-I 39 STEP 5 | 1 | 71,210 | 71,210 |
| ELECTRICAL INSPECTOR GRADE-F001 STEP 16 OF 17 | 1 | 59,106 | 59,106 |
| ELECTRICAL INSPECTOR GRADE-F001 STEP 17 OF 17 | 1 | 65,674 | 65,674 |
| ELECTRICAL INSPECTOR GRADE-F001 STEP 17 OF 17 | 1 | 65,674 | 65,674 |
| Environmental Safety Assessor I177 | 1 | 74,956 | 74,956 |
| EXAMINER (PLUMBERS) GRADE-I001 STEP 5 | 3 | 2,079 | 6,237 |
| JUNIOR DATA CONTROL CLERK | 1 | 41,707 | 41,707 |
| LABORER II GRADE-B025 STEP 5 | 1 | 45,474 | 45,474 |
| PLUMBING INSPECTOR GRADE-F001 STEP 5 OF 5 | 3 | 65,674 | 197,022 |
| SENIOR TYPIST GRADE-A006 STEP 5 OF 5 | 1 | 46,936 | 46,936 |
| SUPERVISOR OF ELEVATORS GRADE-F003 STEP 5 OF 5 | 1 | 72,675 | 72,675 |
| SUPERVISOR OF SLUM & BLIGHT GRADE-F005 STEP 5 OF 5 | 1 | 72,346 | 72,346 |
| | 78 | | 4,612,391 |



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

| | 2021-2022 Actual Amount | 2022-2023 Adopted Budget | 2022-2023 Revised Budget | 2022-2023 Year To Date 4/28/2023 | 2023-2024 Recommended Budget |
|--|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|
| 1151 LICENSES AND PERMITS TOTAL | 600,781 | 864,365 | 865,665 | 579,283 | 1,021,577 |
| 16551001 PERMITS PS | 596,378 | 861,515 | 861,515 | 575,624 | 1,013,977 |
| 411001 ANNUAL SALARY | 570,724 | 828,290 | 828,290 | 555,702 | 982,252 |
| 413001 OVERTIME | 3,189 | 500 | 500 | 2,977 | 2,000 |
| 413004 SHIFT DIFFERENTIAL | 0 | 1,500 | 1,500 | 0 | 1,500 |
| 414001 LONGEVITY | 10,541 | 6,225 | 6,225 | 6,775 | 6,225 |
| 414007 PERFECT ATTENDANCE INCENTIVE | 0 | 5,000 | 5,000 | 0 | 5,000 |
| 414028 VACATION BUYOUT | 0 | 2,000 | 2,000 | 0 | 2,000 |
| 415001 AUTOMOBILE ALLOWANCE | 11,924 | 18,000 | 18,000 | 10,170 | 15,000 |
| 16551004 PERMITS TR | 0 | 200 | 200 | 175 | 200 |
| 458003 REGISTRATION & MEMBERSHIP FEES | 0 | 200 | 200 | 175 | 200 |
| 16551006 PERMITS SV | 4,403 | 2,650 | 3,950 | 3,484 | 7,400 |
| 432004 ENGINEER & TECHNICAL SERVICES | 2,660 | 2,000 | 1,700 | 1,500 | 5,000 |
| 455000 PRINTING & BINDING | 1,503 | 300 | 1,900 | 1,774 | 2,000 |
| 455100 INTERNAL PRINT SHOP | 240 | 350 | 350 | 210 | 400 |



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Licenses & Permits
16551001-411001
Budgeted Salaries

| DESCRIPTION | QTY | SALARY | TOTAL |
|---|-----|--------|---------|
| ACCOUNT CLERK TYPIST GRADE-A005 STEP 17 OF 17 | 3 | 46,336 | 139,008 |
| Attrition | | | -14,674 |
| BINGO INSPECTOR GRADE-A022 STEP 5 OF 5 | 1 | 53,208 | 53,208 |
| BUILDING CODE SPECIALIST A024 - STEP 12 | 1 | 66,821 | 66,821 |
| BUILDING CODE SPECIALIST GRADE-A024 STEP 5 OF 5 | 1 | 74,905 | 74,905 |
| CHIEF BUILDING INSPECTOR GRADE-F003 STEP 5 OF 5 | 1 | 72,675 | 72,675 |
| CLERK GRADE-A002 STEP 12 OF 17 | 1 | 40,904 | 40,904 |
| CLERK GRADE-A002 STEP 16 OF 17 | 2 | 43,555 | 87,110 |
| COORDINATOR OF DEVELOPMENTAL PLANS GRADE-A069 STEP 5 OF 5 | 1 | 78,552 | 78,552 |
| LICENSE INSPECTOR GRADE-A029 STEP 17 OF 17 | 1 | 61,071 | 61,071 |
| LICENSE INSPECTOR GRADE-A029 STEP 5 OF 5 | 1 | 61,071 | 61,071 |
| SR ACCOUNT CLERK GRADE-A007 STEP 5 OF 5 | 1 | 47,592 | 47,592 |
| SUPERVISING BUILDING CODE SPECIALIST GRADE-A073 STEP 5 OF 5 | 1 | 78,896 | 78,896 |



City of Buffalo
Recommended Budget 2023-2024
General Fund

Licenses & Permits
16551001-411001
Budgeted Salaries

| | | | |
|--|-----------|--------|----------------|
| SUPERVISOR OF BUILDING CONSTRUCTION GRADE-F002 STEP 17 OF 17 | 1 | 69,127 | 69,127 |
| SUPERVISOR OF LICENSES A063 - STEP 3 of 5 | 1 | 65,986 | 65,986 |
| | 17 | | 982,252 |