



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

Licenses & Permits Division #65-1151

Mission Statement

The Department of Permit and Inspection Services (DPIS) strives to provide high-quality services to the residents of Buffalo, upholding and enforcing the New York State Building Code and the City Charter & Code to protect the health, safety and welfare of property owners, residents, tenants, businesses, and visitors.

Goals

1. Ensure public safety as it relates to NYS Building Code compliance on all buildings in the City of Buffalo through the department's permitting and enforcement activities.
2. Ensure a high quality of life for our residents by enforcing the NYS Property Maintenance Code which requires property owners to maintain their buildings and land.
3. Ensure that projects comply with the Buffalo City Code including "The Green Code".
4. Foster a culture of customer service within our department that serves all our residents, businesses, and visitors.
5. Engage with and educate the public about the codes we enforce and why they are essential to a safe and healthy city.
6. Continually evaluate and improve our processes and policies to better serve the City.

Activities

Activities

1. Perform expertise specific activities in each of the following divisions:
 - a. Plan review
 - b. Permitting
 - c. New construction & multiple dwelling inspections
 - d. Mechanical code plan review & inspections
 - e. Electrical code plan review & inspections
 - f. Plumbing code plan review & inspections
 - g. Blighted & "at risk" properties.
 - h. District inspections

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- i. Interior inspections of 1 & 2 family rental units/healthy homes/proactive rental inspections
 - j. Rental registration
 - k. Licensing of businesses
2. Review building plans for NYS and City code compliance.
3. Inspect buildings with building permits for code compliance.
4. Actively patrol neighborhoods to identify non-permitted work and active code violations.
5. Issue business licenses and inspect structures where businesses are housed for code compliance.
6. Send Orders to Remedy and summonses to non-compliant properties.
7. Refer buildings, where owners are not correcting code violations, to Housing Court and continue enforcement through the court process.
8. Inspect interiors of 1 & 2 family rental dwellings and issue Certificates of Rental Compliance for code compliant units (i.e., Proactive Rental Inspections). This work directly impacts safe and healthy homes and addresses the causes of lead poisoning.
9. Inspect multiple dwellings (buildings with 3 or more dwelling units) on a continuous cycle and issue Certificates of Occupancy.
10. Issue Certificates of Occupancy and Certificates of Compliance upon completion of code compliant projects or full building inspections.
11. Maintain a registry of all rental units in 1 & 2 Family rental units.
12. Inspect all parking garages and require periodic engineers' reports for those structures.
13. Identify, inspect, and license short term rental units.
14. Support the 2022 Ordinance to inspect local landmarked properties every three years by using drones as a tool for more comprehensive inspections, especially in difficult-to-access areas of buildings.
15. Engage with community stakeholders and government agencies to address the causes of lead poisoning. The Commissioner co-chairs the Lead Safe Task Force and works with various partners to address lead safety and healthy housing initiatives in the City.

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16. Continually train inspectors with bi-weekly in-house training.
17. Support inspectors in maintaining the required NYS Code Enforcement Officer certification and earning 24 hours of annual in-service training.
18. Attending community meetings and all clean sweeps. In the summer months, plan block walks to engage with residents and distribute educational materials.
19. Respond to and resolve referrals from the Mayor's Resolution Line.
20. Maintain ongoing connections with members of the Common Council to improve our services to residents in every district.
21. Use numerous software systems to archive data on buildings, permits, building plans, owners, contractors, code violations, court cases, and businesses. Continually evaluate and improve our software systems to improve efficiency and the client experience where the public interacts with our software.
22. Increase DPIS's communication with media outlets and social media platforms to inform the public about ongoing departmental matters of interest, acknowledging the importance of a digital presence.
23. Evaluate the duties of clerks and continually cross-train staff to improve departmental flexibility.
24. Use Language Line to communicate with New Americans and other English Language Learners. Support employees who speak multiple languages to regularly work within the department to better serve the public.
25. Collaborate with SAS to create tools that we use for making data informed decisions.
26. Continue to improve communications and code compliance by arranging monthly or quarterly meetings with developers and property managers.
27. Support the department's new director of rental registration as part of its ongoing efforts to create a plan for cross-referencing compliance with rental registration, property manager licensing, and proactive rental inspections.
28. Continual evaluation and reconstruction of the electrical division, leading to improved efficiency and effectiveness. Improvements include increased communications with

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National Grid, a new inspection request phone line, and a dedicated clerk to aid inspectors with administrative work.

29. Continuing ongoing effort intended to achieve 100% compliance on licensing in the City. The licensing team is reviewing licensed businesses and cross-referencing them with neighborhood patrols and internet searches to find businesses that have failed to obtain a license.
30. Improve the use of permitting software to collect more data and higher quality data. This effort is supported by bi-weekly meetings with MIS.
31. Implement new software to simplify the permitting and plan review process by adopting a user-friendly solution that seamlessly integrates into our operations, ensuring uninterrupted service delivery, and fostering better communication between clients and City staff.

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Work Program Statistics

	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Regular Inspections Conducted	27,314	28,669	30,000
New court cases	892	909	920
Adjourned court cases processed	1,700	1,200	1,200
Demolitions completed	153	180	175
Demolitions Completed – Privately Owned (by owner, no cost to City)	64	80	70
Certificates of registrations for multiple dwellings	2,902	3,104	3,000
New construction certificates of occupancy	280	295	275
Certificates of Occupancy & Compliance	1,329	1,305	1,400
Number new liens placed against fire insurance	12	11	15
Licenses applied for	2,666	2,714	3,000
Plans filed	1,027	957	1,000
Plans approved	972	860	975
Permits issued (In Hansen)	20,190	20,649	21,000
Electrical permits issued	2,877	3,149	3,200
Elevator permits issued	116	95	110
Plumbing permits issued	2,938	3,053	3,000
Heating permits issued	3,057	3,139	3,000



City of Buffalo
 Adopted Budget 2023-2024
 General Fund

	2021-2022 Actual Amount	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 Year To Date 6/9/2023	2023-2024 Adopted Budget
1150 HOUSING AND ENFORCEMENT TOTAL	4,947,234	5,089,345	5,610,567	4,976,189	5,488,401
16550001 INSPECTIONS PS	4,505,035	4,669,065	4,667,065	4,073,144	4,976,671
411001 ANNUAL SALARY	4,108,041	4,290,785	4,288,785	3,740,141	4,612,391
412002 HOURLY SALARY	25,900	25,000	25,000	4,900	-
413001 OVERTIME	20,215	20,000	20,000	21,174	30,000
413003 ACTING TIME	12,533	3,000	3,000	5,838	4,000
414001 LONGEVITY	56,779	55,880	55,880	48,289	55,880
414007 PERFECT ATTENDANCE INCENTIVE	-	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	240,996	230,000
415002 CLOTHING ALLOWANCE	150	400	400	150	400
16550004 INSPECTIONS TR	14,300	24,000	24,000	14,850	12,000
458003 REGISTRATION & MEMBERSHIP FEES	14,300	24,000	24,000	14,850	12,000
16550005 INSPECTIONS SP	3,975	5,400	7,762	4,591	11,850
461003 PRINTING DUPLICATING SUPPLIES	541	500	780	637	600
461005 PHOTO & DRAFTING SUPPLIES	-	300	130	-	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	1,700	1,464	750
467000 MISCELLANEOUS SUPPLIES	1,003	800	3,500	1,429	2,000
16550006 INSPECTIONS SV	100,488	136,880	134,880	106,744	137,880
432003 LEGAL SERVICES	29,561	45,000	42,665	35,978	40,000
434000 OTHER CONTRACTUAL SERVICES	-	13,000	13,000	-	13,000
444101 RENTAL LAND & BUILDINGS	64,053	71,280	71,280	62,964	71,280
454000 ADVERTISING	-	400	100	-	400
455000 PRINTING & BINDING	6,263	6,000	6,835	6,815	12,000
455100 INTERNAL PRINT SHOP	610	1,200	1,000	987	1,200
16550007 INSPECTIONS CO	323,437	254,000	776,860	776,860	350,000
471010 LAND IMPROVEMENTS	323,437	254,000	776,860	776,860	350,000



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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



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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 I045	1	109,148	109,148



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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



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1151 LICENSES AND PERMITS TOTAL	600,781	864,365	866,765	672,112	1,021,477
16551001 PERMITS PS	596,378	861,515	861,515	667,234	1,013,977
411001 ANNUAL SALARY	570,724	828,290	828,290	642,000	982,252
413001 OVERTIME	3,189	500	500	3,752	2,000
413004 SHIFT DIFFERENTIAL	-	1,500	1,500	-	1,500
414001 LONGEVITY	10,541	6,225	6,225	9,800	6,225
414007 PERFECT ATTENDANCE INCENTIVE	-	5,000	5,000	-	5,000
414028 VACATION BUYOUT	-	2,000	2,000	-	2,000
415001 AUTOMOBILE ALLOWANCE	11,924	18,000	18,000	11,682	15,000
16551004 PERMITS TR	-	200	200	175	100
458003 REGISTRATION & MEMBERSHIP FEES	-	200	200	175	100
16551006 PERMITS SV	4,403	2,650	5,050	4,702	7,400
432004 ENGINEER & TECHNICAL SERVICES	2,660	2,000	2,800	2,718	5,000
455000 PRINTING & BINDING	1,503	300	1,900	1,774	2,000
455100 INTERNAL PRINT SHOP	240	350	350	210	400



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Licenses & Permits
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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



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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