



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

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. To that end, the Department of Permits and Inspections (DPIS) has improved business practices and upgraded technology to achieve these goals. We are working to automate our Certificates of Occupancy and Certificates of Compliance. Working with our partners at IDT, the department now has the majority of our architects and engineers participating via electronic plan review. DPIS is in the final stage of converting from HANSEN 8 to HANSEN 11 which will enable our inspection team to access data from the field using a mobile app. This is coupled with the implementation of both tablets and new laptops for inspectors.
3. 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.
4. 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.
5. 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.
6. DPIS continues to participate in the VISTA program. Presently we are working with our intern on a variety of projects and initiatives from updating of the departmental webpage to research to design.
7. 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.

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8. We will continue to work with the Community Foundation of Buffalo and WNY and others to provide and successfully disseminate educational material regarding lead.
9. 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.
10. We will continue to meet regularly with MIS, OSP, BURA, and DPW to share information and improve processes within departments.

Achievements

1. 2020 has been a challenging year for everyone, but changes initiated in the department of Permit & Inspection Services in 2019 and early 2020 helped the department to continue to provide necessary services to the public concerning inspections, permits and building plan submittals.
2. Electronic plan review and on-line permitting allowed for a relatively smooth transition for owners, builders and design professional to move forward with their construction projects during limited access to city hall.
3. Working with our AMERICORPS VISTA intern, we were able to continue the important ongoing training of the department's code enforcement officers with the creation of new training modules for new inspectors, building emergencies and data input and retrieval.
4. DPIS continues to work with Harvard's Cities Rise initiative to provide better service to the citizens of Buffalo. The department was recognized by Earth Justice as having a national best practice for our policy requiring contractors to have their RRP certification and from the National Association of Green and Healthy Homes for our distribution of Lead Safe bags as part of Mayor Brown's "Get to Know Your Neighbor" campaign.

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.

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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.

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Work Program Statistics

	Actual 2019-2020	Projection 2020-2021	Estimate 2021-2022
Inspections conducted	70,200	65,300	55,500
New court cases	1,750	2,100	850
Adjourned court cases processed	1,500	1,700	1,200
Demolitions completed	164	155	65
Demolitions Completed – Privately Owned (by owner, no cost to City)	32	25	40
Certificates of registrations for multiple dwellings	601	700	350
New construction certificates of occupancy	272	280	295
Conditional certificate of occupancy	148	160	110
Certificate of compliance	815	840	600
Number new liens placed against fire insurance	44	60	15
Number settled cases for which funds have been collected	5	15	17
Funds recovered by multiple tenant families from settled cases	\$25,000	\$25,000	\$123,000
Properties brought into compliance	9,800	10,000	7,600
Bingo inspections	55	75	40
Regular inspections	16,925	20,000	15,300
Licensed issued	24,200	25,744	20,200
Plans filed	3,750	3,950	4,300
Plans examined	3,115	3,800	4,200
Plans approved	2,775	3,500	4,135
Plans revised	2,687	3,500	3,990
Plans voided	115	150	98
Building permits issued	17,220	18,000	12,100
Electrical permits issued	3,947	4,000	2,716
Elevator permits issued	25	50	62
Plumbing permits issued	2,176	2,500	960
Heating permits issued	1,353	1,400	835



City of Buffalo
 Recommended Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 4/29/2021	2021-2022 Recommended Budget
1150 HOUSING AND ENFORCEMENT TOTAL	5,212,167	5,010,649	5,193,660	4,104,413	4,954,080
16550001 INSPECTIONS PS	4,737,594	4,574,088	4,564,088	3,710,072	4,546,600
411001 ANNUAL SALARY	4,335,085	4,228,758	4,228,758	3,411,859	4,199,820
412002 HOURLY SALARY	0	0	0	3,500	0
413001 OVERTIME	15,594	17,000	7,000	7,081	17,000
413003 ACTING TIME	2,412	2,500	2,500	129	2,500
414001 LONGEVITY	55,908	55,880	55,880	50,436	55,880
414007 PERFECT ATTENDANCE INCENTIVE	32,546	34,500	34,500	315	36,000
414028 VACATION BUYOUT	8,206	5,000	5,000	9,914	5,000
415001 AUTOMOBILE ALLOWANCE	287,844	230,000	230,000	226,689	230,000
415002 CLOTHING ALLOWANCE	0	450	450	150	400
16550004 INSPECTIONS TR	18,395	22,000	22,000	0	24,000
458001 TRANSPORTATION	413	0	0	0	0
458002 MEALS & LODGING	199	0	0	0	0
458003 REGISTRATION & MEMBERSHIP FEES	17,784	22,000	22,000	0	24,000
16550005 INSPECTIONS SP	16,698	5,600	5,146	2,831	5,600
461003 PRINTING DUPLICATING SUPPLIES	780	1,500	207	102	1,500
461005 PHOTO & DRAFTING SUPPLIES	74	300	0	0	300
461007 COMP & SOFTWARE (NON CAPITAL)	13,458	2,000	2,901	901	2,000
461201 CLOTHING & UNIFORMS	0	500	500	300	500
464000 PERIODICALS	2,081	500	0	0	500
467000 MISCELLANEOUS SUPPLIES	304	800	1,538	1,528	800
16550006 INSPECTIONS SV	94,596	123,880	136,565	66,031	123,880
432003 LEGAL SERVICES	29,320	45,000	22,087	1,050	45,000
432004 ENGINEER & TECHNICAL SERVICES	6,000	0	0	0	0
444101 RENTAL LAND & BUILDINGS	53,916	71,280	71,280	59,895	71,280
454000 ADVERTISING	0	400	298	0	400
455000 PRINTING & BINDING	4,415	6,000	5,124	5,086	6,000
455100 INTERNAL PRINT SHOP	945	1,200	742	0	1,200
490000 FREEZE FUNDS	0	0	37,034	0	0
16550007 INSPECTIONS CO	344,884	285,081	465,861	325,480	254,000
471010 LAND IMPROVEMENTS	344,884	285,081	325,861	325,480	254,000
490000 FREEZE FUNDS	0	0	140,000	0	0



City of Buffalo
 Recommended Budget 2021-2022
 General Fund

Housing & Enforcement
16550001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk Typist	5	A005	1	\$ 44,104	\$ 44,104
Assistant Director of Housing Property Inspection	5	A086	1	83,963	83,963
Associate Account Clerk	5	A022	1	55,646	55,646
Boiler Inspector	5	E005	1	56,395	56,395
Building Inspector	17	F001	5	65,674	328,370
Building Inspector	16	F001	2	55,821	111,642
Building Inspector	15	F001	8	49,255	394,040
Building Inspector	14	F001	2	45,972	91,944
Building Inspector	13	F001	2	42,688	85,376
Building Inspector	11	F001	4	39,404	157,616
Building Inspector	5	F001	18	65,674	1,182,132
Building Inspector	3	F001	1	61,422	61,422
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	42,094	42,094
Clerk	16	A002	2	41,457	82,914
Clerk	5	A002	1	42,094	42,094
Combustion Inspector	5	E005	1	56,395	56,395
Commissioner of Permit & Inspection Services	5	I129	1	117,099	117,099
Deputy Commissioner of Inspections And Permits	5	I045	1	100,445	100,445
Director of Mayor's Task Force on Housing	5	I039	1	65,532	65,532
Electrical Inspector	17	F001	1	65,674	65,674
Electrical Inspector	16	F001	1	55,821	55,821
Environmental Safety Assessor	5	I177	1	68,979	68,979
Examiner (Plumbers)	5	I001	3	2,018	6,054
Laborer II	5	B025	1	40,391	40,391
Legal Aide to the Mayor's Task Force on Housing	5	A005	1	44,104	44,104
Plumbing Inspector	5	F001	3	65,674	197,022
Senior Typist	5	A006	2	44,675	89,350
Supervisor of Elevator Inspection	5	F003	1	72,675	72,675
Supervisor of Slum and Blight	5	F005	1	72,346	72,346
Attrition					(100,000)
Total			75		\$ 4,199,820



City of Buffalo
 Recommended Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 4/29/2021	2021-2022 Recommended Budget
1151 LICENSES AND PERMITS TOTAL	616,038	781,691	781,411	478,510	841,719
16551001 PERMITS PS	612,156	778,891	778,891	476,896	838,969
411001 ANNUAL SALARY	579,342	746,666	746,666	454,558	805,744
413001 OVERTIME	166	500	500	40	500
413004 SHIFT DIFFERENTIAL	618	1,500	1,500	0	1,500
414001 LONGEVITY	9,175	6,225	6,225	6,775	6,225
414007 PERFECT ATTENDANCE INCENTIVE	4,690	4,500	4,500	0	5,000
414028 VACATION BUYOUT	1,319	1,500	1,500	2,663	2,000
415001 AUTOMOBILE ALLOWANCE	16,846	18,000	18,000	12,860	18,000
16551004 PERMITS TR	175	200	200	175	200
458003 REGISTRATION & MEMBERSHIP FEES	175	200	200	175	200
16551006 PERMITS SV	3,708	2,600	2,320	1,439	2,550
432004 ENGINEER & TECHNICAL SERVICES	3,505	2,000	1,720	1,305	2,000
455000 PRINTING & BINDING	68	250	0	0	200
455100 INTERNAL PRINT SHOP	135	350	350	134	350
490000 FREEZE FUNDS	0	0	250	0	0



City of Buffalo
Recommended Budget 2021-2022
General Fund

Licenses & Permits
16551001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk-Typist	17	A005	2	\$ 44,104	\$ 88,208
Bingo Inspector	5	A005	1	50,646	50,646
Building Code Specialist	5	A024	2	71,297	142,594
Chief Building Inspector	5	F003	1	72,675	72,675
Clerk	14	A002	2	40,191	80,382
Clerk	13	A002	1	39,567	39,567
Coordinator of Development Plans	5	A069	1	74,769	74,769
License Inspector	14	A029	1	54,549	54,549
License Inspector	5	A029	1	58,130	58,130
Senior Account Clerk Typist	5	A007	1	45,300	45,300
Supervising Building Code Specialist	5	A073	1	75,097	75,097
Supervisor of Building Construction Plans	17	F002	1	69,127	69,127
Attrition					(45,300)
Total			15		\$ 805,744