

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **BUILDING  
INSPECTIONS (01370)**  
Function: **Public Protection**  
Activity: **Protective Inspection**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	538,614	711,919	817,896	817,896
710103 Extra Help	83,691	22,000	33,982	33,982
710200 Retirement	174,423	220,451	265,742	265,742
710300 Health Insurance	83,308	108,431	139,081	139,081
710400 Workers' Compensation Insurance	95,231	177,741	71,162	71,162
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>975,267</b>	<b>1,240,542</b>	<b>1,327,863</b>	<b>1,327,863</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	197	350	3,000	3,000
720300 Communications	7,247	7,920	7,920	7,920
720600 Insurance	658	783	6,331	6,331
720800 Maintenance - Equipment	0	300	1,000	1,000
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	0	860	860	860
721300 Office Expense	4,347	11,000	11,000	11,000
721400 Professional & Specialized Services	68,334	87,000	90,000	90,000
721500 Publications & Legal Notices	0	700	700	700
721600 Rents & Leases - Equipment	56,030	43,000	43,000	43,000
721800 Small Tools & Instruments	27	500	1,000	1,000
721900 Special Departmental Expense	6,459	2,600	2,600	2,600
722000 Transportation & Travel	7,223	12,000	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>150,523</b>	<b>167,058</b>	<b>181,456</b>	<b>181,456</b>
<b>TOTAL - BUILDING INSPECTION</b>	<b>1,125,790</b>	<b>1,407,600</b>	<b>1,509,319</b>	<b>1,509,319</b>

## **CED - BUILDING INSPECTION**

### **COMMENTS**

The Building Division, under the jurisdiction of the Community and Economic Development Department, was established pursuant to Sections 50022.1 through 50022.4 of the California Government Code to provide minimum standards to safeguard life or limb, health, property, and public welfare, by regulating and controlling structural design, construction, materials, occupancy, and location of all buildings and structures within the unincorporated area of the county.

As mandated by the State of California, Madera County has adopted the California Building Code, Title 24 which is part of the 12-part California Code of Regulations. Along with enforcing the California Building Code, the Building Division enforces Madera County Ordinances and the Uniform Code for the Abatement of Dangerous Buildings. The provisions of this Code shall be administered by the Building Division. Whenever the term "Building Official" is used in this code, it means the County Building Official or his/her authorized representatives. The Building Official shall have the right of entry, during usual business hours, to inspect any and all buildings and premises in the performance of his/her duties.

These codes shall apply to the erection, construction, enlargement, alteration, repair, relocation, conversion, occupancy and maintenance of buildings, structures, swimming pools, solar systems, the installation of electrical wiring and appliances, the plumbing, heating and cooling facilities and appurtenances necessary within the unincorporated area of the county.

The following descriptions provide a general overview of the most common permits, in addition to Building Permits, the department issues:

#### **Plumbing Permits**

The provisions of the California Plumbing Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in the code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

#### **Mechanical Permits**

The provisions of the California Mechanical Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

#### **Electrical Permits**

The provisions of the California Electrical Code shall apply to all new construction, relocated buildings solar systems and to any alterations, repairs or reconstruction, except as provided for otherwise in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

**COMMENTS (continued)**

**Mobilehome Permits**

Mobilehomes and temporary or permanent mobile offices installed within the County of Madera require a building permit for the installation of such structure, regardless of the type of installation being performed.

For statutory provisions regarding the occupancy of mobilehomes and mobilehome accessory structures, see California Administrative Code Title 25, Chapter 5 (March 30, 1971); for the authority to adopt codes by reference, see California Government Code 50022.1 et seq.

**Solar Permits**

The provisions of the California Electrical Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as provided for otherwise in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

**Swimming Pool Permits**

The provisions of the California Plumbing Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in the code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

**Demolition Permits**

A Demolition Permit is required for the removal of any structure, in excess of 120 square feet, located within the County of Madera. Demolition permits must be pre-approved by the San Joaquin Valley Unified Air Pollution Control District (SJVUAPCD) as part of the permit process. An application is given to the owner who will then need to complete it and take it to the SJVUAPCD in Fresno for approval and to be signed off. The SJVUAPCD approved application is then returned to the Building Department to obtain the permit.

The second half of the building/construction process is the inspection of the work. Inspections are made during certain points in the project, depending on the work that's being performed. For example, retaining walls require inspections of the footing, after block is laid and steel placed but before grouting, after backfill has been placed, and when all work is finished.

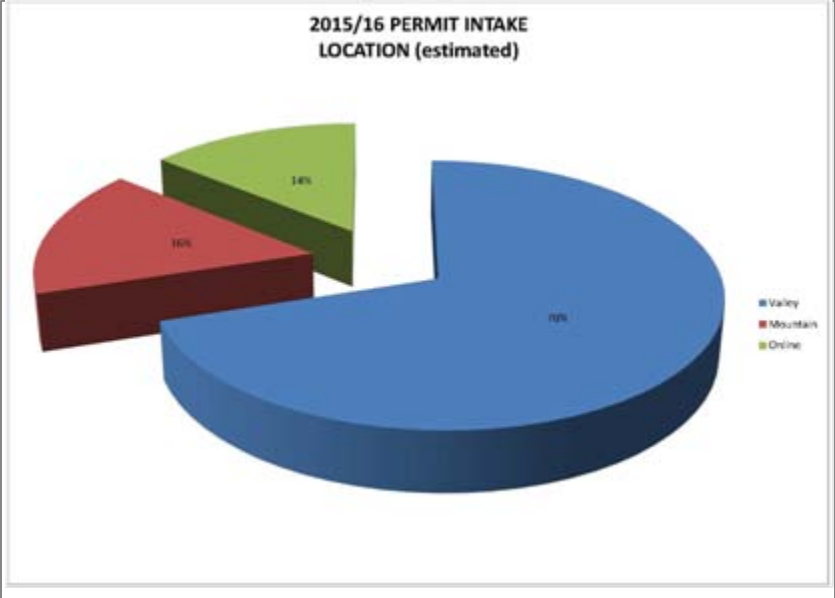
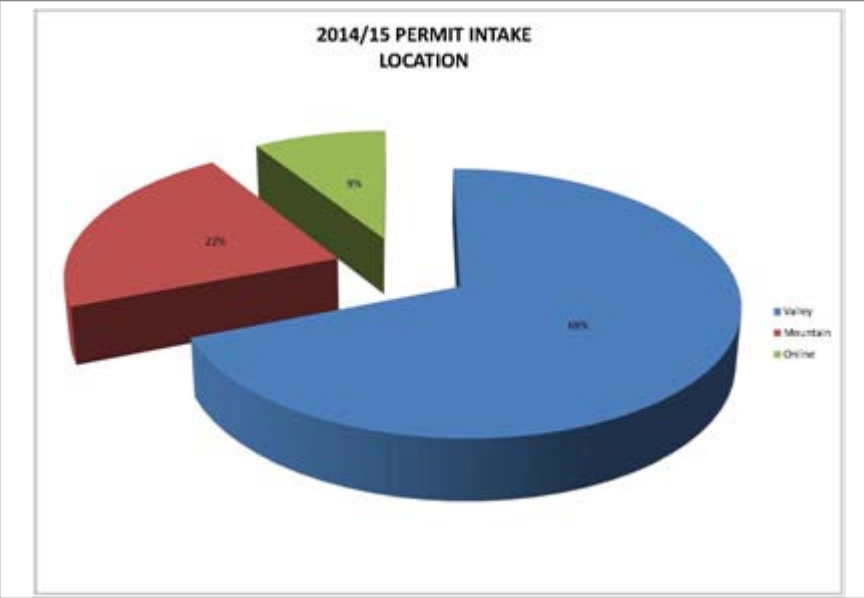
**CED - BUILDING INSPECTION**

**WORKLOAD**

Cap MC Program Permit  
 Commercial Structure  
 Demo Permits  
 Electrical Permit  
 Mechanical Permit  
 Minor Permits  
 Mobile Home Permit  
 OTC (Over the Counter) Permit  
 Plan Check  
 Plumbing Permit  
 Reroof Permit  
 Single Family Residence – Additions/Remodel  
 Single Family Residence – New Only  
 Swimming Pool Permit  
 Inspections

	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Cap MC Program Permit	0	150	150
Commercial Structure	138	120	130
Demo Permits	103	75	95
Electrical Permit	407	502	525
Mechanical Permit	20	8	10
Minor Permits	212	588	600
Mobile Home Permit	23	22	20
OTC (Over the Counter) Permit	1232	1130	1200
Plan Check	710	981	1475
Plumbing Permit	23	16	20
Reroof Permit	187	250	250
Single Family Residence – Additions/Remodel	292	290	300
Single Family Residence – New Only	98	90	200
Swimming Pool Permit	44	24	30
Inspections	9627	9491	11,250

The following graphs depict the percentages (by fiscal year) of permit applications received by location, with the majority being submitted online.



**CED - BUILDING INSPECTION**

**REVENUE**

	<b>Actual <u>2014-15</u></b>	<b>Estimated <u>2015-16</u></b>	<b>Projected <u>2016-17</u></b>
Construction Permits	\$ 830,886	\$ 999,000	\$1,065,000
Other License & Permits	2,077	1,800	4,000
Code Enforce Fines/Fees	0	4,000	14,000
Engineering Services	5,675	7,000	5,000
Plan Check Fees	369,789	360,000	350,000
Engineering Services – Development Review	1,446	1,500	850
Strong Motion Inst Fee	9,789	18,000	12,000
Miscellaneous	<u>360</u>	<u>0</u>	<u>0</u>
Total Revenue	\$1,220,022	\$1,319,300	\$1,450,850

**STAFFING**

<b><u>Permanent</u></b>	<b>2015-16 Authorized</b>		<b>2016-17 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
County Building Official/Deputy Director	1		1	
Building Inspector I/II	5	0	5	
Office Assistant I/II	1		1	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	2		2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>1*</u>	
Total Permanent Staffing	13	1	14	

\*It is recommended fund one (1) Senior Permit Technician position to improve oversight for the building permit counter activities along with maintaining and improving customer service at the public counter.

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$817,896) is recommended increased \$105,977 based on the cost of recommended salary increases with the current staffing levels. The requested change includes change in staffing by providing a Senior Permit Technician to provide an avenue for upward advancement and a means to provide succession planning for the Permit Technician position. The cost of funding the Senior Permit Technician will be offset by increased revenues in Plan Check Fees and Construction permits due to the increase in permit activity for new building in the county.

## CED - BUILDING INSPECTION

### **SALARIES & EMPLOYEE BENEFITS (continued)**

- 710103**      **Extra Help** (\$33,982) is recommended increased \$11,982 to fund one extra help, part-time Administrative Assistant to handle the Division's purchasing, deposits and personnel issues and an extra help, and one part time Office Assistant for processing and storage of permit documentation. The cost of the part time Office Assistant will be offset by increased revenues in Plan Check Fees and Construction permits due to the increase in permit activity for new building in the county.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

- 720200**      **Clothing & Personal Supplies** (\$3,000) is recommended increased \$2,650 for rain gear, gloves, shirts and hard hats for protection. Also included is a reimbursement cost (\$600) for boots worn by Building Inspectors, providing a 50% reimbursement – up to \$100 for each Building Inspector – similar to the reimbursement in place for Building and Grounds Maintenance staff.
- 720300**      **Communications** (\$7,920) is recommended unchanged for phone service at the Bass Lake Office; cellular phones (seven total) for the County Building Official, five Building Inspectors, and one for use by the Plan Checkers to provide a more immediate response to Building Inspectors in the field, improving effectiveness and efficiency of the division and customer service; and the addition of data plans for four tablet PCs which will have the building codes installed on them for the building inspectors to work more effectively in the field and allow electronic communication with the public from any Wi-Fi supported zone.
- 720600**      **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$1,000) is recommended increased \$700 for maintenance of equipment and computers allocated to this budget due to increased staffing levels.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$45) is recommended unchanged for purchase of first-aid supplies.

## CED - BUILDING INSPECTION

### **SERVICES & SUPPLIES** (continued)

- 721100**      **Memberships** (\$860) is recommended unchanged for membership dues for the International Code Council (\$210), the California Building Officials (\$230), the California Building Officials Association of California (\$100), and the Yosemite Chapter of the International Code Council (\$320).
- 721300**      **Office Expense** (\$11,000) is recommended unchanged for the purchase of new code books and training manuals for the 2013 Building Codes, printed forms, office supplies, computer supplies and printer paper.
- 721400**      **Professional & Specialized Services** (\$90,000) is recommended increased \$3,000 to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise, as well as the technical support services from Computronix for the maintenance of the POSSE database.
- 721500**      **Publications and Legal Notices** (\$700) is recommended unchanged for public notices of Fee Increases and Relocation Hearings which are required per state law.
- 721600**      **Rents & Leases - Equipment** (\$43,000) is recommended unchanged to lease vehicles from the Central Garage, and for the copy machine lease. The copy machine monthly charge is \$134.60 for Bass Lake and \$390.19 for Madera, or \$6,297.48 annually plus images over contract. The division has six vehicles, five trucks and one Jeep. From July 1 through December 31, 2015, the Building Division's mileage equaled 14,794; an estimated annual usage is 30,125 miles or \$18,376.
- 721800**      **Small Tools & Instruments** (\$1,000) is recommended increased \$500 based on current staffing levels and building inspection activity.
- 721900**      **Special Departmental Expense** (\$2,600) is recommended unchanged to purchase batteries for GPS units, cameras, other minor special needs expenses, and the estimated cost for the Building Official's certification renewals.
- 722000**      **Transportation & Travel** (\$14,000) is recommended increased \$2,000 for CASp training and certification (mandated training for the permit and inspection staff), and continued training on the 2013 California Building Codes which went into effect January 1, 2014 and training for the upcoming new building codes. New codes take effect every three years and during the code cycle ammendments and code changes take place which requires continuing training on the codes for all of the staff. Staff will utilize as much electronic technology and local training as possible to minimize county costs. In addition, per Health & Safety Code Section 18949.29, 45 hours of continuing education are required every three years for Building Officials, Plans Examiners and Building Inspectors.