

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	698,222	817,896	849,140	849,140
710103 Extra Help	26,277	33,982	46,852	46,852
710200 Retirement	208,924	265,742	255,805	255,805
710300 Health Insurance	107,931	139,081	147,781	147,781
710400 Workers' Compensation Insurance	177,741	71,162	66,346	66,346
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,219,096</b>	<b>1,327,863</b>	<b>1,365,924</b>	<b>1,365,924</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	315	3,000	3,000	3,000
720300 Communications	7,104	7,920	7,920	7,920
720600 Insurance	783	6,331	11,147	11,147
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	0	45	250	250
721100 Memberships	0	860	860	860
721300 Office Expense	4,743	11,000	11,000	11,000
721400 Professional & Specialized Services	78,313	90,000	120,000	120,000
721500 Publications & Legal Notices	259	700	700	700
721600 Rents & Leases - Equipment	63,910	43,000	85,000	85,000
721800 Small Tools & Instruments	160	1,000	5,000	5,000
721900 Special Departmental Expense	1,032	2,600	5,000	5,000
722000 Transportation & Travel	6,175	14,000	16,000	16,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>162,794</b>	<b>181,456</b>	<b>266,877</b>	<b>266,877</b>
<b>TOTAL - BUILDING INSPECTION</b>	<b>1,381,889</b>	<b>1,509,319</b>	<b>1,632,801</b>	<b>1,632,801</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 Air Pollution Control District (SJVAPCD) 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 SJVAPCD in Fresno for approval and signature. The SJVAPCD 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**

	<b><u>Actual</u></b> <b><u>2015-16</u></b>	<b><u>Estimated</u></b> <b><u>2016-17</u></b>	<b><u>Projected</u></b> <b><u>2017-18</u></b>
Cap MC Program Permits	29	90	50
Commercial Structure	130	90	80
Demo Permits	74	80	90
Electrical Permits	202	150	200
Mechanical Permits	9	25	30
Minor Permits	85	100	100
Mobile Home Permits	22	35	30
OTC (Over the Counter) Permits	1176	1000	1100
Plan Check	710	981	1000
Plumbing Permits	17	50	50
Reroof Permits	243	325	300
Single Family Residence – Additions/Remodel	249	250	250
Single Family Residence – New Only	64	150	200
Swimming Pool Permits	42	30	30
Inspections	9627	12000	12000
Water Well Electrical	0	400	400

**REVENUE**

	<b><u>Actual</u></b> <b><u>2015-16</u></b>	<b><u>Estimated</u></b> <b><u>2016-17</u></b>	<b><u>Projected</u></b> <b><u>2017-18</u></b>
Construction Permits	\$1,245,137	\$1,070,000	\$1,040,000
Other License & Permits	2,000	4,000	1,800
Code Enforce Fines/Fees	1,000	3,500	4,000
Engineering Services	5,810	5,000	5,000
Plan Check Fees	368,169	353,000	515,500
Engineering Services – Development Review	997	1,300	1,000
Strong Motion Inst Fee	17,810	6,830	7,500
Miscellaneous	<u>150</u>	<u>0</u>	<u>0</u>
Total Revenue	\$1,641,073	\$1,475,130	\$1,574,800

**CED - BUILDING INSPECTION**

**STAFFING**

<b><u>Permanent</u></b>	<b>2016-17 Authorized</b>		<b>2017-18 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		6 <sup>(1)</sup>	
Office Assistant I/II	1		0 <sup>(1)</sup>	
Administrative Assistant	1		1	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	1		1	
Senior Permit Technician	<u>1</u>		<u>1</u>	
Total Permanent Staffing	14		14	

<sup>1</sup>One Office Assistant I/II was converted to a Building Inspector I/II position to better meet the needs of the Division.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$849,140) is recommended increased \$31,244 based on the cost of recommended salaries with the current staffing levels. This includes the mid-year conversion of a vacant Office Assistant position into a Building Inspector position. This change, aligns the Divisions’ staffing with the current and projected workload.
  
- 710103**      **Extra Help** (\$46,852) is recommended increased \$12,870 to fund one extra help, full time Building Inspector/Code Enforcement Officer for reviewing and managing expired permits. It is estimated that the revenue generated by addressing expired permits will offset the cost of the salary. The Building Inspector/Code Enforcement Officer can also provide backup to the permanent inspectors when the inspection requests exceed what the current County Building Inspector staff can handle in their work day.
  
- 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.

## CED - BUILDING INSPECTION

### SERVICES & SUPPLIES

- 720200** Clothing & Personal Supplies (\$3,000) is recommended unchanged 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 unchanged for maintenance of equipment, printers and computers.
- 721000** Medical, Dental & Laboratory Supplies (\$250) is recommended increased (\$205) for purchase of first-aid supplies for each of the Building Inspector's vehicles.
- 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 updated Building Codes, printed forms, office supplies, computer supplies, and printer paper.
- 721400** Professional & Specialized Services (\$120,000) is recommended increased \$30,000 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.

## CED - BUILDING INSPECTION

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

- 721600**      **Rents & Leases - Equipment** (\$85,000) are recommended increased \$42,000 to lease vehicles from the Central Garage, and for the copy machine lease. The copy machine monthly charge is \$138 for Bass Lake and \$395 for Madera, or (\$6,396) annually plus images (\$2,400) over contract annually. The division has six vehicles, five trucks, and one Jeep and will be adding two additional vehicles for additional Building Inspectors. The Building Division's estimated annual usage for FY 17-18 is 135,744 miles or \$73,302.
- 721800**      **Small Tools & Instruments** (\$5,000) are recommended increased \$4,000 based on current staffing levels and building inspection activity, and the departments need for equipment such as ladders, toolboxes, flashlights, and tools needed to carry out inspections.
- 721900**      **Special Departmental Expense** (\$5,000) is recommended increased \$2,400 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** (\$16,000) is recommended increased \$2,000 for CASp training and certification (mandated training for the permit and inspection staff), and training on the new California Building Codes which went into effect January 1, 2017. New codes take effect every three years, and during the code cycle, amendments and code changes take place which require continual 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.