

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	532,210	616,790	611,896	611,896
710103 Extra Help	117,878	149,034	52,440	52,440
710200 Retirement	161,092	208,299	184,441	184,441
710300 Health Insurance	75,371	78,476	108,273	108,273
710400 Workers' Compensation Insurance	33,210	65,823	95,231	95,231
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>919,761</b>	<b>1,118,422</b>	<b>1,052,281</b>	<b>1,052,281</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	157	350	350	350
720300 Communications	4,184	7,920	7,920	7,920
720600 Insurance	6,227	4,908	658	658
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	625	860	860	860
721200 Miscellaneous Expense	1,339	0	0	0
721300 Office Expense	3,998	11,000	11,000	11,000
721400 Professional & Specialized Services	0	82,000	87,000	87,000
721500 Publications & Legal Notices	272	700	700	700
721600 Rents & Leases - Equipment	40,916	32,000	43,000	43,000
721800 Small Tools & Instruments	0	500	500	500
721900 Special Departmental Expense	300	750	6,350	6,350
722000 Transportation & Travel	6,188	12,000	12,000	12,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>64,204</b>	<b>153,333</b>	<b>170,683</b>	<b>170,683</b>
<b>TOTAL - BUILDING INSPECTION</b>	<b>983,965</b>	<b>1,271,755</b>	<b>1,222,964</b>	<b>1,222,964</b>

## **BUILDING INSPECTION**

### **COMMENTS**

The Building Division, under the jurisdiction of the forthcoming 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 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.

## BUILDING INSPECTION

### 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.

#### **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.

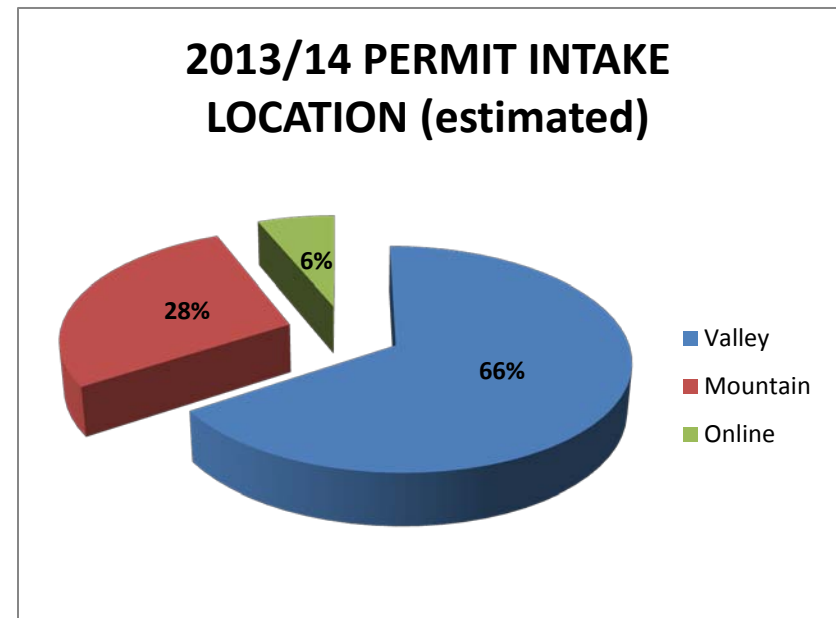
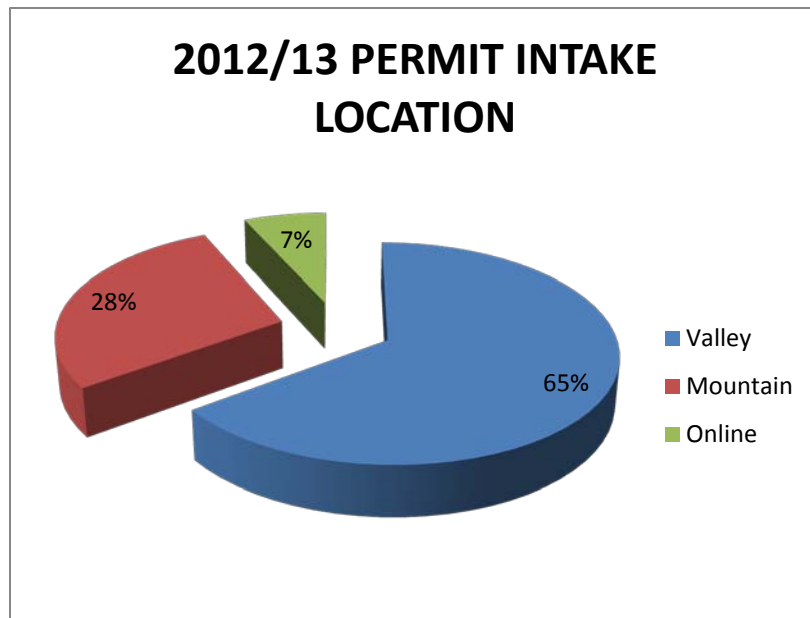
### WORKLOAD

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Commercial Structure	185	186	185
Demo Permits	57	60	60
Electrical Permit	218	155	160
Mechanical Permit	34	25	30
Mobile Home Permit	21	30	30
OTC (Over the Counter) Permit	660	884	900
Plan Check	425	435	450
Plumbing Permit	35	20	20
Reroof Permit	345	247	300
Single Family Residence – Additions/Remodel	301	280	300
Single Family Residence – New Only	71	45	60
Swimming Pool Permit	15	23	20
Inspections	9,627	9,491	10,250

## BUILDING INSPECTION

### WORKLOAD (continued)

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



### REVENUE

	<b>Actual 2012-13</b>	<b>Estimated 2013-14</b>	<b>Projected 2014-15</b>
Construction Permits	\$454,079	\$750,000	\$750,000
Other License & Permits	1,425	860	800
Engineering Services	10,775	7,000	7,000
Plan Check Fees	228,782	500,000	340,000
Engineering Services – Development Review	22,205	10,000	0
Strong Motion Inst Fee	0	10,000	10,000
Miscellaneous	479	0	0
<b>Total Revenue</b>	<b>\$717,745</b>	<b>\$1,277,860</b>	<b>\$1,107,800</b>

## BUILDING INSPECTION

### STAFFING

<u>Permanent</u>	<b>2013-14 Authorized</b>		<b>2014-15 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official	1		1	
Building Inspector I/II	3	2	3	2
Office Assistant I/II	0		1*	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	2		2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent Staffing	10	3	11	3

\*It is recommended to add one (1) Office Assistant I/II to assist the Division in addressing the increased clerical need.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$611,896) are recommended reduced \$4,894 based on the cost of recommended staffing.

**710103**      **Extra Help** (\$52,440) is recommended reduced \$96,594 to continue funding one Building Inspector II who has been assisting the division due to increased permit activities, and the continuation of the inspections at the Jail Expansion project and other County projects. Two permanent vacant Building Inspector positions were filled in 2013-14, reducing the need for extra help staff.

**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** (\$350) is recommended unchanged for rain gear, gloves, and hard hats for protection. Also included is a reimbursement cost (\$300) 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.

## BUILDING INSPECTION

### SERVICES & SUPPLIES (continued)

- 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** (\$300) is recommended unchanged for maintenance of typewriters and computers allocated to this budget.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$45) is recommended unchanged for purchase of first-aid supplies.
- 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** (\$87,000) is recommended increased \$5,000 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; the annual licensing increased 2% in the 2013-14 Fiscal Year.
- 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 increased \$11,000 to lease vehicles from the Central Garage, and for the Division's share of the copy machine lease. The new copy machine monthly charge is \$134.60, or \$1,615.20 annually. The division has six vehicles, five trucks and one Jeep. From July 1 through December 31, 2013, the Building Division's mileage equaled 38,256; an estimated annual usage is 76,512 miles or \$41,316.

## BUILDING INSPECTION

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

- 721800**      **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.
- 721900**      **Special Departmental Expense** (\$6,350) is recommended increased \$5,600 for building maintenance and security and \$600 for the Building Department's share of IT maintenance of the POSSE server. This account also funds the 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** (\$12,000) is recommended unchanged, to provide \$5,000 for CASp training and certification (mandated training for the inspection staff), and training on the new 2013 California Building Codes which took effect January 1, 2014. New codes take effect every three years, requiring training on the new 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.