

**DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
INSPECTION SERVICES DIVISION**

PLAN REVIEW SECTION

PROGRAM MISSION: The mission of the Plan Review Section is to ensure building construction documents meet adopted code requirements and support public health, safety and welfare.

This Section reviews construction plans for new construction and alterations to residential and commercial buildings. The plan reviewers verify the code compliance of building components and design, including fire alarm and sprinkler systems; structural adequacy; sanitary plumbing; efficient heating and cooling systems, electrical installations; accessibility requirements; energy efficiency standards; and elevator and escalator safety. It is imperative that staff keeps current with all code changes by participating in code development forums at the local, state and national level. The plan review staff advise field inspectors on complex code issues, assist as field inspectors when staffing and work levels indicate the need, and participate in inter-departmental programs such as Full Code Inspections, the Green Building Program, and in meeting the training and educational needs for all staff.

Plan Review Section				
	FY 2004	FY 2005	FY 2006	% Change:
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>'05 to '06</u>
Personnel	\$589,451	\$663,550	\$661,409	-
Non-Personnel	8,063	9,500	9,600	1%
Total Expenditures	597,514	673,050	671,009	-
Fees	597,514	673,050	671,009	-
Grants	-	-	-	-
Total Revenues	\$597,514	\$673,050	\$671,009	-
Net Tax Support	-	-	-	-
Authorized FTEs	8.0	8.0	8.0	
Funded FTEs	8.0	8.0	8.0	

SIGNIFICANT BUDGET HIGHLIGHTS:

- ❖ Division-wide revenues for FY 2004, FY 2005 and FY 2006 have been allocated to show full cost recovery in the Plan Review and Code Compliance Sections, with the remaining excess revenues allocated to the Permit Processing Section.

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PERFORMANCE MEASURES:

	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Actual</u>	FY 2005 <u>Estimate</u>	FY 2006 <u>Estimate</u>	FY 2006 <u>Goal</u>
<i><u>Mission Outcome Measures</u></i>						
Quality rating from architects and engineers	N/A	80%	85%	90%	90%	95%
<i><u>Customer Measures</u></i>						
Percent of applicants satisfied with Plan Review process	N/A	N/A	90%	90%	90%	95%
<i><u>Workload Measures</u></i>						
Plan reviews	9,997	11,880	14,340	16,000	16,000	16,000
Staff hours per plan review	4.83	4.25	4.32	4.25	4.25	4.50
Plan reviews per plan reviewer per day	6.0	7.7	6.0	10.0	10.0	10.0
<i><u>Efficiency Measures</u></i>						
Number of plan reviews over baseline	18%	20%	26%	25%	23%	15%

- ❖ The percentage shown for number of plan reviews over baseline represents the amount of review time over the baseline. The baseline is four weeks to first review for large projects (multi-story buildings) and two weeks for small projects (tenant work, and one and two family dwellings). The current average time for the first review is one to two weeks for single-family dwellings, six to eight weeks for small buildings and large interior alteration projects, and eight to twelve weeks for complex projects and new high-rise buildings.

FUTURE BUDGET CONSIDERATIONS:

- ❖ The increase in plan review activity over the past five years marks the need for a new FTE within the Plan Review Section. The FY 2005 estimate is based on extrapolation of activity over the first quarter of this fiscal year. The increases are due to residential renovations, interior alterations of commercial buildings and sustained levels of new construction. Currently, this workload is being absorbed by overtime hours from staff. A developmental position was approved to help reduce overtime and address immediate customer service needs with the increase in plans submissions.