

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 levels. The plan review staff advises 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.

PROGRAM FINANCIAL SUMMARY

	FY 2005 Actual	FY 2006 Adopted	FY 2007 Proposed	% Change '06 to '07
Personnel	\$608,481	\$685,986	\$725,964	6%
Non-Personnel	70,352	9,600	9,600	-
Total Expenditures	678,833	695,586	735,564	6%
Fees	678,833	695,586	735,564	6%
Grants	-	-	-	-
Total Revenues	678,833	695,586	735,564	6%
Net Tax Support	-	-	-	-
Authorized FTEs	8.0	8.0	8.0	
Funded FTEs	8.0	8.0	8.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ The increase in personnel costs (\$39,978) reflects a two percent market pay line adjustment, a 10% increase in employer health insurance costs, and an increase in employer retirement contributions to maintain full funding of the retirement fund.
- ↑ Division-wide revenues for FY 2005, FY 2006 and FY 2007 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 Actual	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Estimate	FY 2007 Estimate	FY 2007 Goal
Quality rating from architects and engineers	N/A	80%	85%	90%	90%	95%	95%
Percent of applicants satisfied with Plan Review process	N/A	N/A	90%	90%	90%	95%	95%
Plan reviews	9,997	11,880	14,340	16,143	16,500	17,000	17,000
Staff hours per plan review	4.83	4.25	4.32	4.50	4.50	5.00	5.00
Plan reviews per plan reviewer per day [average]	6.0	7.7	6.0	10.0	10.0	10.0	10.0
Number of plan reviews over baseline	18%	50%	56%	33%	33%	30%	15%

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

FUTURE BUDGET CONSIDERATIONS

- Plan review activity has increased over the past five years. 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. As the developmental assignment continues, the situation will be evaluated with consideration for additional staff.