

# Building Services Department

## Mission Statement

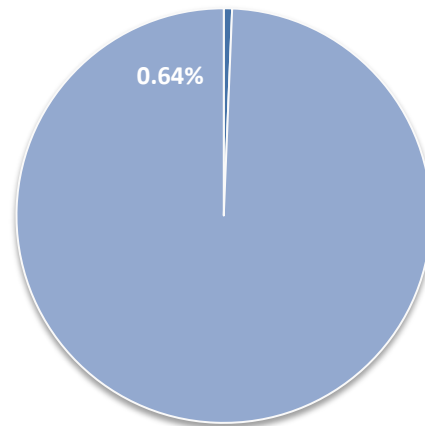
The mission of the Building Services Department is to provide fair and consistent inspectional services throughout the Town of Barnstable, including expert plan review for proposed projects encompassing both residential and commercial properties and zoning and code enforcement, while maintaining and respecting the rights of the individual citizens, visitors and business operators.



## Recent Accomplishments

- Inspection and opening of Ethan Allen, BJ’s Wholesale expansion. Trader Joe’s expansion and Home Depot expansion.
- Conducted over 112 team inspections to address quality of life concerns.
- Internal plan review functions now facilitated by Chief Local Inspector.
- Conducted 52 Site Plan Review meetings.
- Pre-application meetings implemented to provide meaningful feedback concerning code requirements.
- Provided oversight of 115 abandoned and foreclosed properties.
- Implemented e-permitting successfully issuing 3,740 residential permits, 234 commercial permits, 195 occupancy permits, 315 certificates of inspection, 3,643 plumbing and gas permits, 3,103 electrical permits and 84 sign permits.

Percentage of FY18 General Fund Budget



This Building Services Department comprises 0.64% of the overall General Fund budget.

## Fiscal Year 2018 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's FY18 Quality of Life Strategic Plan- See Introduction Section)

### Short Term:

1. Continue to investigate quality of life issues in the Town's neighborhoods. **(SP: Economic Development, Public Health and Safety)**
2. Ensure safe, permitted dwelling structures for citizens of the Town. **(SP: Economic Development, Public Health and Safety, Regulatory Process and Performance)**

### Long Term:

1. Continue to provide public safety services. **(SP: Public Health and Safety)**
2. Respond to emergency inspection requests by Police and Fire as well as other divisions and agencies. **(SP: Public Health and Safety, Communication)**
3. Assess unsafe structures. **(SP: Public Health and Safety)**
4. Receive, review, issue and inspect all permits. **(SP: Economic Development, Public Health and Safety, Regulatory Process and Performance)**



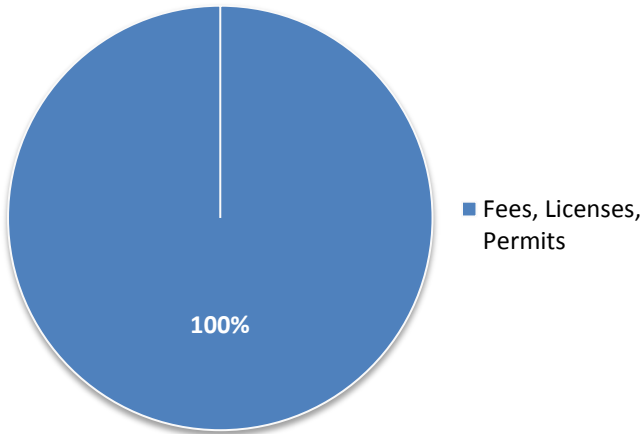
**Residential Kitchen - Inspections**



**New Building Growth – Renovated Building**

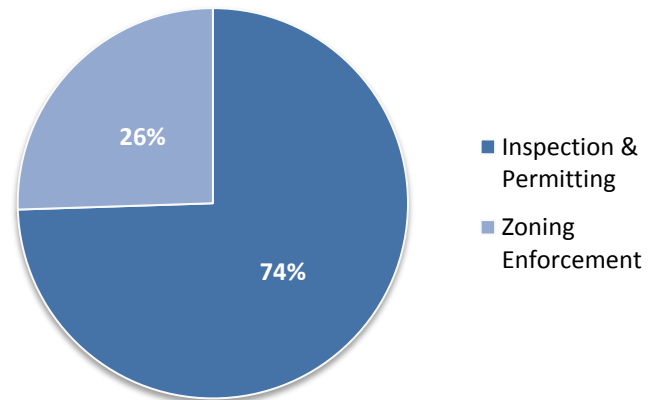
Building Services Department Financial Summary

FY18 Source of Funding

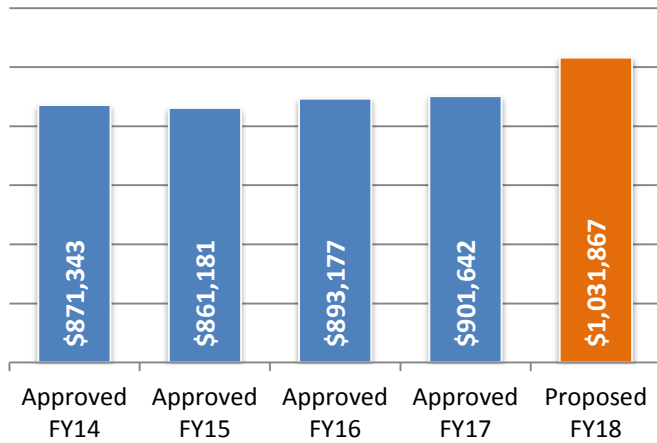


Funding for the operations are entirely covered by permits issued and no tax support is provided.

Building Services Department FY18 Budget By Program



Building Services Department Budget History



The Inspection & Permitting Program comprises 74% of the Division's budget.

This budget has increased from \$871,343 in FY14 to \$1,031,867 proposed budget or 18.42% over the five-year period. The spike in FY18 is the result of integrating the Building Services Revolving Fund into the General Fund.

Building Services	Actual	Approved	Projected	Proposed	Change	Percent
Source of Funding	FY 2016	FY 2017	FY 2017	FY 2018	FY17 - 18	Change
Fees, Licenses, Permits	\$ 1,514,007	\$ 1,258,150	\$ 1,407,350	\$ 1,288,000	\$ 29,850	2.37%
Charges for Services	698	-	-	-	-	0.00%
<b>Total Sources</b>	<b>\$ 1,514,705</b>	<b>\$ 1,258,150</b>	<b>\$ 1,407,350</b>	<b>\$ 1,288,000</b>	<b>\$ 29,850</b>	<b>2.37%</b>
Expenditure Category						
Personnel	\$ 758,007	\$ 853,971	\$ 747,120	\$ 978,796	\$ 124,825	14.62%
Operating Expenses	40,903	47,671	41,100	54,671	7,000	14.68%
<b>Total Appropriation</b>	<b>\$ 798,910</b>	<b>\$ 901,642</b>	<b>\$ 788,220</b>	<b>\$ 1,033,467</b>	<b>\$ 131,825</b>	<b>14.62%</b>
Employee Benefits Allocation:						
Life Insurance	\$ 104		\$ 104			
Medicare	10,214		10,418			
Health Insurance	47,374		52,111			
County Retirement	156,119		161,834			
<b>Total Employee Benefits (1)</b>	<b>\$ 213,810</b>		<b>\$ 224,467</b>			
<b>Total Expenditures Including Benefits</b>	<b>\$ 1,012,720</b>		<b>\$ 1,012,687</b>			

(1) Employee benefits are not included in the department's appropriation and are allocated for informational purposes only.

### Summary of Significant Budget Changes

The FY18 proposed budget is increasing \$130,225 or 14.44%. Personnel cost is increasing \$123,225. This includes all contractual obligations, and 2 FTE's transferred from the Building Services Revolving Fund. These 2 FTE's are \$64,436 for a Local Inspector and \$46,092 for a Permit Technician. The remaining request is for \$7,516 to support a part-time clerk position. Operating cost will increase \$7,000 to support costs associated with the E-permitting for PayPal fees. Fees generated by the division cover 100% of the direct operating costs.



Audi Dealer



Ethan Allen

### New Building Growth – Audi Car Dealership and Ethan Allen Construction Projects

**Additional Funding Recommended**

**Building Services – Inspection & Permitting**

**1. PayPal Expenses**

**\$7,000 Requested**  
**\$7,000 Recommended**

Unexpected permitting fees were incurred with the implementation of the electronic permitting process. These fees have not been factored into the operating budget of the Building Division. It has become increasingly labor intensive and more expensive to assume the full burden of this cost. In addition to the incurring the PayPal expense for all valid transactions, we must also incur the reimbursement costs for those e-permits withdrawn or invalidated.

**Full-time Equivalent Employees**

Job Title	FY 2016	FY 2017	FY 2018	Change
Administrative Assistant	1.00	1.00	1.00	-
Building Commissioner	1.00	1.00	1.00	-
Chief Local Inspector		1.00	1.00	-
Chief Zoning Enforcement Officer		1.00	1.00	-
Gas & Plumbing Inspector	2.00	2.00	2.00	-
Local Inspector	3.00	2.00	3.00	1.00
Officer Manager Building	1.00	1.00	1.00	-
Permit Technician	1.00	1.00	2.00	1.00
Wire Inspector	1.50	1.50	1.50	-
Zoning Board/Site Plan Reviewc	0.50	0.50	0.50	-
Zoning Enforcement Officer	1.00	-	-	-
<b>Full-time Equivalent Employees</b>	<b>12.00</b>	<b>12.00</b>	<b>14.00</b>	<b>2.00</b>



Fairfield Inn



**New Building Growth – Fairfield Inn and Kohl's Building**



## Description of Division Services

Comprised of seven villages, Barnstable is 76 square miles. With a large commercial center, Barnstable is often noted to be the hub of the Cape. The Building and Zoning Division is responsible for administering and enforcing the Massachusetts State Building Code, plumbing/gas codes, Zoning Ordinance and the Architectural Access Code mandated by Massachusetts General Laws in addition to the 44 zoning and overlay districts identified in our local ordinances. The primary function of the Building Department is to ensure that all projects are constructed in compliance with the Massachusetts State Building Code.

### Inspection & Permitting Program

Under mandate by Massachusetts General Laws, the Building Services Department administers and enforces the Massachusetts State Building Code, Plumbing/Gas Codes, Zoning Ordinance and the Architectural Access Code. In addition, related life safety and construction codes such as the FEMA, Coastal Construction and insurance guidelines are enforced. These codes regulate all new residential and commercial construction, as well as all additions, alterations, renovations and accessory buildings and structures. The performance of these mandates necessitates the processing of all applications for permits, review of construction plans and specifications, the issuance of all related construction codes, local zoning ordinances and all other local regulations. Once permits have been issued, the inspectors monitor code and safety compliance of all permits issued with regular inspections of both residential and commercial projects. This process can be achieved, with as little as one inspection for the simplest project, to as many as fifty inspections for the larger and more complex projects, such as the Hyannis Youth & Community Center or the Cape Cod Hospital.



The Massachusetts State Building Code also mandates periodic inspections of certain public buildings such as hotels, motels, restaurants, churches, day-care centers and schools, among others. The frequency ranges, from twice a year to every five years, with most inspections being called for yearly. A separate database is maintained to track all the buildings and inspections. Often the inspectors may have to alert other disciplines, departments and divisions of potential hazards, violations or liabilities to the public. This department will also assist during disaster occurrences, such as hurricanes and other types of disasters.

Inspection & Permitting	Actual	Approved	Projected	Proposed	Change	Percent
Source of Funding	FY 2016	FY 2017	FY 2017	FY 2018	FY17 - 18	Change
Fees, Licenses, Permits	\$ 1,506,657	\$ 1,253,150	\$ 1,400,000	\$ 1,281,000	\$ 27,850	2.22%
Charges for Services	698	-	-	-	-	0.00%
<b>Total Sources</b>	<b>\$ 1,507,355</b>	<b>\$ 1,253,150</b>	<b>\$ 1,400,000</b>	<b>\$ 1,281,000</b>	<b>\$ 27,850</b>	<b>2.22%</b>

Expenditure Category	Actual	Approved	Projected	Proposed	Change	Percent
Personnel	\$ 547,842	\$ 648,206	\$ 513,717	\$ 714,727	\$ 66,521	10.26%
Operating Expenses	40,903	46,871	41,100	53,871	7,000	14.93%
<b>Total Appropriation</b>	<b>\$ 588,745</b>	<b>\$ 695,077</b>	<b>\$ 554,817</b>	<b>\$ 768,598</b>	<b>\$ 73,521</b>	<b>10.58%</b>

Employee Benefits Allocation:	
Life Insurance	\$ 71
Medicare	7,353
Health Insurance	36,229
County Retirement	149,389
<b>Total Employee Benefits (1)</b>	<b>\$ 193,042</b>
<b>Total Expenditures Including Benefits</b>	<b>\$ 781,786</b>

\$ 72
7,500
39,852
124,266
<b>\$ 171,689</b>
<b>\$ 726,506</b>

(1) Employee benefits are not included in the department's appropriation and are allocated for informational purposes only.

### Zoning Enforcement Program

This program has the responsibility for zoning enforcement as mandated by the Commonwealth of Massachusetts and the Town of Barnstable. Local zoning builds on the basic provisions of the State/Zoning Enabling Act and culminates in the Barnstable Zoning Ordinance that shapes the nature and character of the built environment. The administration and enforcement of the zoning ordinances is time-intensive and must be interpreted and enforced in a uniform and consistent manner. The process often involves extensive and repeated fieldwork, which requires issuing citations, occasional legal hearings and court appearances. This section of the program, within the Building-Zoning Division, regularly interacts with Conservation, Planning, Legal, Health, Licensing, the Regulatory Coordinator/Hearing Officer, and others in an almost daily part of the routine. Additionally, the zoning aspect of the program enforces ordinances and decisions of the Old King’s Highway Historic District Commission, the Hyannis Main Street Waterfront Historic District Commission, Zoning Board of Appeals decisions, and Cape Cod Commission regulations and decisions.



Examples of initiatives under zoning include overseeing and registration of Town approved family apartments, home occupations, lodging houses, and boarding houses. Signs, investigations, water protection overlay districts, illegal uses of all properties, and uses within all zoning districts are monitored and enforced by this program.

**FISCAL YEAR 2018 BUDGET**

**Building Services Department**

**GENERAL FUND**

Zoning Enforcement	Actual	Approved	Projected	Proposed	Change	Percent
Source of Funding	FY 2016	FY 2017	FY 2017	FY 2018	FY17 - 18	Change
Taxes	\$ 202,815	\$ 201,565	\$ 226,053	\$ 256,269	\$ 54,704	27.14%
Fees, Licenses, Permits	7,350	5,000	7,350	7,000	\$ 2,000	40.00%
<b>Total Sources</b>	<b>\$ 210,165</b>	<b>\$ 206,565</b>	<b>\$ 233,403</b>	<b>\$ 263,269</b>	<b>\$ 56,704</b>	<b>27.45%</b>

Expenditure Category	Actual	Approved	Projected	Proposed	Change	Percent
Personnel	\$ 210,165	\$ 205,765	\$ 233,403	\$ 262,469	\$ 56,704	27.56%
Operating Expenses	-	800	-	800	-	0.00%
<b>Total Appropriation</b>	<b>\$ 210,165</b>	<b>\$ 206,565</b>	<b>\$ 233,403</b>	<b>\$ 263,269</b>	<b>\$ 56,704</b>	<b>27.45%</b>

Employee Benefits Allocation:			
Life Insurance	\$ 32		\$ 32
Medicare	2,861		2,918
Health Insurance	11,145		12,259
County Retirement	6,730		37,568
<b>Total Employee Benefits (1)</b>	<b>\$ 20,768</b>		<b>\$ 52,778</b>
<b>Total Expenditures Including Benefits</b>	<b>\$ 230,933</b>		<b>\$ 286,181</b>

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**Performance Measures / Workload Indicators**

Workload Indicators	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Number of Permits	11,314	8,400	8,400
Number of Inspections	42,902	32,000	42,000
Zoning Complaints Investigated	624	700	700
Site Plan Reviews Conducted	52	115	115
Front Counter Inquiries	13,800	14,000	14,000
Telephone Inquiries	8,500	7,500	7,500