

# **Department of Building Construction and Inspections**

## **History**

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### **Introduction**

Founded in 1946, the mission of the Department of Building Construction and Inspections is to protect the health, safety and welfare of the general public by assuring that all buildings and related equipment are constructed, installed and maintained in compliance with the Virginia Uniform Statewide Building Code.

The Department achieves this mission through the enforcement of the Virginia Uniform Statewide Building Code, Property Defacement (Graffiti) Ordinance, Drug Blight Ordinance and Bawdy Places Ordinance. Inspections services provided by the new construction division are intended to assure an acceptable level of structural stability, fire safety, electrical safety, elevator safety, sanitation, accessibility for the physically disabled, light and ventilation, and energy and water conservation consistent with nationally recognized codes and standards and at a reasonable cost. Hazards in the built environment are minimized through department policies and procedures. The Department's administration of the maintenance provisions of the codes are focused on protecting communities from blight and crime.

### **Building Officials, Deputy Building Officials & Assistant Chiefs of Building Construction & Maintenance**

#### Building Officials

J.E. Colgin, March 25, 1946 – June 30, 1970  
Robert S. Hodder, July 1, 1970 – September 14, 1976  
Joseph E. Bartell, October 25, 1976 – December 28, 1982  
Frank Machamer, December 29, 1982 – June 17, 1988  
Roddy N. Shingleton, July 6, 1988-December 9, 1997  
Gregory H. Revels, February 18, 1998 – Present

#### Deputy Building Officials & Assistant Chiefs of Building Construction & Maintenance

Robert S. Hodder, April 1, 1969 – June 30, 1970  
L.W. Enroughty, August 3, 1970 – June 2, 1971  
James J. Messersmith, June 30, 1971 - October 3, 1979  
Roddy N. Shingleton, November 7, 1979 – July 6, 1988  
William D. Dupler, November 14, 1988 – September 3, 1991  
Gregory H. Revels, March 11, 1992 – February 18, 1998  
Hinton B. Bowles, April 15, 1998 - Present

## **Building Codes and Standards**

The Department of Building Construction and Inspections enforced the Henrico County Building Code from 1946 – 1973. The Henrico Building Code was superseded and replaced by the Virginia Uniform Statewide Building Code (USBC) on September 1, 1973. The USBC is promulgated by the Virginia Board of Housing and Community Development (BHCD) and all local governments are mandated by statute to provide for enforcement of the USBC. The technical standards contained in the USBC are based on nationally recognized construction standards that are continually updated to reflect current construction technologies and methodologies. Also part of the USBC are regulations governing the construction of industrialized buildings, manufactured homes, and the erection and operation of amusement devices. The following is a listing of the code editions that have been administered by the Department since 1946.

- 1946 County of Henrico Building Code, Effective April 1, 1946
- 1970 County of Henrico Building Code, Effective July 8, 1970
- 1973 Virginia Uniform Statewide Building Code, Effective September 1, 1973
- 1974 Accumulative Supplement to Virginia Uniform Statewide Building Code, Effective April 1, 1974
- 1975 Accumulative Supplement to Virginia Uniform Statewide Building Code, Effective February 7, 1976
- 1978 Accumulative Supplement to Virginia Uniform Statewide Building Code, Effective August 1, 1978
- 1978 Accumulative Supplement to Virginia Uniform Statewide Building Code, First Amendment, Effective January 1, 1981
- 1981 Virginia Uniform Statewide Building Code, Effective July 16, 1982
- 1981 Virginia Uniform Statewide Building Code, First Amendment, Effective June 20, 1984
- 1984 Virginia Uniform Statewide Building Code, First Amendment, Effective April 1, 1986
- 1987 Virginia Uniform Statewide Building Code, Effective March 1, 1988
- 1987 Virginia Uniform Statewide Building Code, First Amendment, Effective March 1, 1989
- 1987 Virginia Uniform Statewide Building Code, Second Amendment, Effective March 1, 1990
- 1987 Virginia Uniform Statewide Building Code, Third Amendment, Effective October 1990
- 1990 Virginia Uniform Statewide Building Code, Effective March 1, 1991
- 1990 Virginia Uniform Statewide Building Code, First Amendment, Effective November 1, 1991
- 1990 Virginia Uniform Statewide Building Code, Second Amendment, Effective March 1, 1993
- 1993 Virginia Uniform Statewide Building Code, Effective March 1, 1993
- 1996 Virginia Uniform Statewide Building Code, Effective April 15, 1997

- 1996 Virginia Uniform Statewide Building Code, 2000 Amendments, Effective September 15, 2000
- 2000 Virginia Uniform Statewide Building Code, Effective October 1, 2003
- 2003 Virginia Uniform Statewide Building Code, Effective November 16, 2005
- 2006 Virginia Uniform Statewide Building Code, Effective May 1, 2008
- 2009 Virginia Uniform Statewide Building Code, Effective March 1, 2011

## **The Board of Building Code Appeals**

The Virginia Uniform Statewide Building Code mandates that all localities maintain a local Board of Building Code Appeals to render decisions on appeals from the decisions of the local building official. Membership of the Henrico Board of Building Code Appeals is set by policy of the Henrico Board of Supervisors to include specific representation from licensed design professionals registered within Virginia and licensed contractors from the construction industry. The following individuals comprise the current membership of the Henrico County Board of Building Code Appeals. This Board also serves as the Henrico Board of Fire Prevention Code Appeals regarding appeals filed in accordance with the Virginia Statewide Fire Prevention Code.

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### **Mr. Mark J. Hourigan**

President  
Hourigan Construction Corp.  
1600 Forest Avenue  
Richmond, VA 23229

### **Commercial Builder**

Expires December 31, 2014

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### **Mr. Bernard C. Mills, Jr.**

Mills Electric  
407B E. Nine Mile Road  
Highland Springs, VA 23075

### **Electrical Contractor**

Expires December 31, 2013

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### **Mr. Robert T. Royster**

Royster Construction Company  
6956 Charles City Road  
Richmond, VA 23231

### **Building Contractor**

Expires December 31, 2013

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### **Vacant**

### **Mechanical Engineer**

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### **Mr. Robert Nelson**

Engineering Design Associates

### **Structural Engineer**

Expires December 31, 2014

5625 S. Laburnum Avenue  
Richmond, VA 23231

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**Mr. Donald Strange-Boston, AIA**

**Architect**

**Expires December 31, 2011**

Strange-Boston Associates  
2720 Enterprise Parkway, # 116  
Henrico, VA 23294-6341

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**Mr. Joseph J. Hayes, Jr., P.E.**

**Electrical Engineer**

**Expires December 31, 2015**

Engineers Plus  
2900 Hungary Road  
Suite 200  
Richmond, VA 23228

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**Mr. R. Sydnor Reames, P.E.**

**Mechanical Contractor**

**Expires December 31, 2013**

President  
Reames & Moyer Inc.  
P. O. Box 9402  
Richmond, VA 23228

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**Mr. Joseph M. Kelleher, Jr.**

**Plumbing Contractor**

**Expires December 31, 2013**

President  
Kelleher Corp.  
1301 School Street  
Richmond, VA 23220

## **Technology**

The Department first implemented an automated permit and inspections database in 1984 for managing permit application submittals and recording the results from daily inspection activities. This system was designed and written by the Henrico Department of Information Technology. This system was replaced in 2001 with a proprietary software system named Tidemark Advantage, which was based on an Oracle application database. Tidemark is a land management software application that contains separate modules for use by the multiple local government agencies that have responsibility for regulating land use, construction and utility services to all parcels within a locality. The Henrico Department of Building Construction and Inspections deployed Tidemark to enhance the delivery of permitting, plan review, inspections and Certificate of Occupancy services administered pursuant to the Virginia Uniform Statewide Building Code. Tidemark is also used to manage the daily activities associated with enforcement of the Virginia Maintenance Code, the graffiti ordinance and the Fats, Oils and Grease (FOG) inspection programs.

In July 2004 the Department implemented mobile computing to improve the efficiency and effectiveness of delivering inspection services to permit holders. Mobile computing employed the use of an inspection management software application (Selectrak) that was incorporated with Web-based applications developed by the Department of Information Technology. Inspectors were assigned the ruggedized Panasonic toughbook laptop computers to run Selectrak and ruggedized mobile printers to print inspection reports to leave at jobsites. Selectrak communicates with Tidemark to distribute daily inspection requests and each inspection report issued by inspection staff. Similarly, Selectrak is also used to manage the inspection activities of the Existing Structures Division regarding the administration of the Virginia Maintenance Code, the graffiti ordinance and the FOG inspection program. Below is a copy of a printed inspection report generated from Selectrak using an inspector's mobile printer.



**Inspection Report**  
**Building Inspections**  
**County of Henrico, Virginia**  
[www.co.henrico.va.us/bldg](http://www.co.henrico.va.us/bldg)  
**(804) 501-4360**

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<b>Permit # :</b>	BLD2011-02497
<b>Address :</b>	17 CHARNWOOD RD
<b>Parcel :</b>	753-732-0693
<b>Inspected On :</b>	11/15/2011
<b>Inspected By :</b>	Joseph Ransone
<b>Title :</b>	Building Inspector
<b>Cell # :</b>	(804)349-2073
<b>Email :</b>	ran@co.henrico.va.us

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**To Schedule Inspections: (804) 755-4300 or  
[www.co.henrico.va.us/bldg/insp](http://www.co.henrico.va.us/bldg/insp)**

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<b>130</b>	<p style="text-align: center;"><b>Framing Inspection</b></p> <ul style="list-style-type: none"> <li>• IRC R606.10 Subfloor fastening spacing exceeds maximum. MAX. 12" O.C. AT FIELD NAILING</li> <li>• IRC R802.10.1(9.2) Truss plys not fastened as per specification. BOTTOM CORD, 2 ROWS AT 9" O.C. AND TOP CORD 1 ROW AT 9" O.C.</li> <li>• IRC R802.10.3 Lateral restraint bracing is required by the truss diagrams. on T-1, T-1A AND T-1C TRUSSES</li> </ul>	<b>FAIL</b>
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*Joe Ransone*

## Unsafe Structures, Elevators, FOG & Building Maintenance

The Virginia Maintenance Code requires that buildings and structures be maintained in good repair and that unsafe structures be either demolished or repaired. Enforcement of the Virginia Maintenance Code is optional by localities. Henrico County elected to administer the Virginia Maintenance Code in March 1996 resulting in formation of the Existing Structures Division of the agency. Enforcement of the Virginia Maintenance Code was also coordinated with other local ordinances for regulating tall grass, litter, rodents and inoperable vehicles. The maintenance requirements for existing buildings are aimed at preventing the deterioration that often leads to blight and increased crime. Examples of the maintenance requirements of the State building code include:

- prohibiting the accumulation of trash and garbage within buildings,
- repairing damaged electrical wiring,

- replacing broken windows,
- repairing damaged structural elements such as joists, beams and columns,
- painting unprotected wood that is exposed to the weather, and
- repairing leaking plumbing and roofs.

The Virginia Maintenance Code also authorizes the County to condemn any building or structure that is unsafe. Examples of unsafe buildings include:

- buildings that are vacant and open at door and window,
- buildings that are a threat to collapse due to structural failure,
- buildings that are occupied with no means of sewage disposal, and
- buildings with exposed electrical wires that may shock occupants or start a fire.

Unsafe buildings cannot be occupied unless such occupancy is specifically approved by the Department of Building Construction & Inspections. The Department is authorized to repair, demolish or secure these buildings if the work is not performed by the property owner.

The Virginia Maintenance Code and the Code of Virginia also provides for the inspection of elevators, escalators and dumbwaiters in existing buildings and structures. These inspections assure that the elevators, escalators and dumbwaiters are tested annually in accordance with national safety standards published by the American Society of Mechanical Engineers to confirm that they are in safe operating condition. In 2011 the Department of Building Construction and Inspections issued 1081 Certificates of Compliance for existing elevators, escalators and dumbwaiters installed at 515 properties throughout the County.

In March 2009 the Existing Structures Division also began administration of the Fats, Oils and Grease program (FOG). The FOG program provides for the inspection of all commercial food service establishments to assure that all grease interceptors, grease traps and grease recovery devices are being properly maintained. The program also provides education to food service establishments on Best Management Practices aimed at minimizing greasy waste discharges to sanitary and storm sewer systems.

The Existing Structures Division has also received a National Association of Counties Award in 2008 for exceptional service for the “Conquer Your Clutter” program that was developed and implemented in cooperation with the with the Henrico Department of Social Services. The Conquer Your Clutter program provides support counseling services for individuals challenged by the effects that excessive hoarding and clutter have on their personal lives, including financial crisis, becoming estranged from family and friends, and loss of their homes.

### **Public Awareness Training Programs**

Since 1996 the Department of Building Construction and Inspections has delivered public awareness training on the interpretation and administration of the Virginia

Uniform Statewide Building Code for contractors and the general public. These programs began with a comprehensive program explaining the technical application of each Chapter in the 1995 CABO One and Two-Family Dwelling Code. Thereafter, programs have been delivered at the adoptions of each new edition of the Virginia Uniform Statewide Building Code. The training has included programs for residential building contractors, plumbers, electricians, mechanical contractors, gas-fitters, architects, engineers and third party inspectors. Development and delivery of these programs was recognized in 1996 by awards issued to the Department by the Home Builders Association of Richmond and the Virginia Building and Code Officials Association. In April 2011, The Virginia Board for Contractors approved the Department as a training provider for the renewal of trade contractors' licenses.

## **Permit Fees**

Section 36-105 of the Code of Virginia and Section 107.1 of the Virginia Uniform Statewide Building Code authorize the local governing body to charge fees in order to defray the cost of enforcement of the building code. Pursuant to this authority, the Henrico County Board of Supervisors has enacted the following schedule of fees within Chapter 6 of the Henrico County Code.

### **Sec. 6-3. - Permit fees**

**(a) *Payment required prior to issuance of permit.*** No permit or permit amendment for new construction, alteration, removal, demolition or other building operations shall be issued until the required fees have been paid to the office of building construction and inspections.

**(b) *Payment of other fees.*** The payment of fees for a building permit or permit amendment shall not relieve any person from the payment of other fees that may be prescribed by law or ordinance, including fees for water connections, sewer connections, and erection of signs, display structures, marquees or other appurtenant structures.

**(c) *Accounting.*** The building official shall keep an accurate account of all fees collected for building permits and shall deposit all fees collected into the county treasury.

**(d) *Refunds after permit is issued.*** If an issued permit expires or is abandoned or revoked, or if a building project is discontinued, the estimated cost of the work completed shall be computed by the building official and the amount attributable to work not completed shall be returned to the permit holder, less plan review and administrative fees, if a written request for refund is received by the building official within six months of expiration, abandonment, revocation or discontinuance. For purposes of this chapter, plan review and administrative fees shall be 25 percent of the permit fee.

**(e) *Additional fee when work commenced prior to approval of permit.*** Upon the building official's discovery and investigation of unauthorized work commenced before a permit

application has been approved, a fee of ten percent of the permit fee, or \$20.00, whichever is greater, shall be added to the permit fee to cover investigation costs.

**(f) *Reinspection fee.*** There shall be a fee of \$25.00 for each inspection after the office of building construction and inspections has made two inspections and the work has not been corrected before a request for reinspection.

**(g) *Building permit fee schedule.***

(1) *One- and two-family dwellings.* The fee for building attached or detached one- or two-family dwellings and additions, finished areas of basements and cellars, and enclosed porches shall be \$40.00 plus \$0.10 per square foot or fraction thereof.

(2) *Appurtenances.* The fee for building attached or detached garages, unenclosed porches, decks and utility buildings appurtenant to single-family or multifamily dwellings, and unfinished areas of basements, cellars or attics which may later be converted into habitable spaces, shall be \$40.00 plus \$0.06 per square foot or fraction thereof.

(3) *Other permits.* The permit fee for all other building permits shall be \$40.00 plus \$4.00 per \$1,000.00 or fraction thereof of value over \$2,000.00. This rate shall also apply to permits for the moving of buildings, demolition and signs.

(4) *Basis of fee for moving of buildings.* The fee for a permit for the removal of a building or structure from one lot to another or to a new location on the same lot shall be based on the estimated cost of moving plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

(5) *Basis of fee for demolition.* The fee for a permit for the demolition of a building or structure shall be based on the estimated cost of demolition.

(6) *Basis of fee for signs.* The fee for signs, billboards and other display structures for which permits are required under the provisions of the building code shall be based on their estimated cost.

**(h) *Annual certificate of compliance for elevators, escalators, dumbwaiters and manlifts.***

(1) Fees for annual certificates of compliance shall be paid to the county on or before December 31 of each year for the following year. For passenger elevators, freight elevators and manlifts, the fee is \$40.00 for elevators of ten stories or less plus \$4.00 for each additional ten stories or fraction thereof. For escalators, the fee is \$40.00 per floor. For dumbwaiters, the fee is \$25.00 for ten stories or less plus \$4.00 for each additional ten stories or fraction thereof.

(2) If the initial certificate of compliance is issued between January 1 and June 30 of a year, the fee for that year is one-half the amount shown. If the initial certificate is issued



after June 30 of a year, there is no charge for the initial certificate of compliance for that year.

**(i) Plumbing and mechanical permit fee schedule.**

(1) A permit shall be obtained for the installation, alteration, replacement or repair of any of the following: water service piping; water distribution piping and fixtures; private or public wells, including connection to the county water system or private water systems; drain waste and vent piping, including connections to the county sewer system or private septic system or disposal system; gas piping and appliances, heating, ventilating and air conditioning equipment and systems; and mechanical refrigeration, incinerators and fire protection systems. Except as noted in subsection (i)(2) of this section, the fee for such permit shall be based upon the cost of labor and material to the owner for the installation, alteration, replacement or repair, as follows:

*Amount Fee*

\$0.00—\$1,000.00 \$60.00

\$1,000.01—\$2,000.00 70.00

\$2,000.01—\$3,000.00 78.00

\$3,000.01—\$4,000.00 84.00

For amounts over \$4,000.00, the fee shall be \$84.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof.

(2) The permit fee for installation, alteration, replacement or repair of fuel tanks shall be \$25.00 for the first tank and \$6.00 for each additional tank. The permit fee for the replacement of a water heater or installation of a wood- or coal-burning stove shall be \$25.00.

**(j) Electrical permit fee schedule.** A permit shall be obtained for all electrical installation, maintenance or repair work. The permit fee shall be based upon the cost of labor and material to the owner, as follows:

*Amount Fee*

\$0.00—\$1,000.00 \$60.00

\$1,000.01—\$2,000.00 70.00

\$2,000.01—\$3,000.00 78.00

\$3,000.01—\$4,000.00 84.00

For amounts over \$4,000.00, the fee shall be \$84.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof.

**(k) Plan amendment and re-review fee.** There shall be a fee of \$25.00 for each plan review after the office of building construction and inspections has reviewed the plan twice because of plan deficiencies or plan amendments.

**(l) Temporary certificate of occupancy fee.** There shall be a fee of \$25.00 for each request for a temporary certificate of occupancy or extension of a temporary certificate of occupancy.

**(m) Waiver of fees in Virginia Enterprise Zones.** The fees in subsections (g)(3) through (g)(6), (i), (j), (k), and (l) of this section shall be waived for property located in areas in the county designated as Virginia Enterprise Zones for the life of the enterprise zone.

### **Local, State & National Leadership**

Staff of the Department of Building Construction and Inspections has a long history of service in leadership roles in local, State and National organizations that are focused on the development of model codes and standards. Examples of this participation have included service as President of the Building Officials and Code Administrators, Intl. (BOCA), President of the Virginia Building and Code Officials Association, President of the Virginia Plumbing and Mechanical Officials Association, President of the Virginia Chapter of the International Electrical Inspectors Association, Chairmanship of the Virginia State Building Code Technical Review Board, as well as a long list of participation as members and chairmanship for national code development, ad hoc and certification exam committees for the BOCA, the International Code Council and the Virginia Department of Housing and Community Development. Within Henrico County government, staff have chaired the Henrico General Government and Schools United Way Campaign, and served as members and chaired the Henrico Teams for Continued Excellence, commonly referred to as the Eight Critical Issues teams.

### **Annual Permit & Inspections Totals**

The following chart compiles the annual performance indicators for the Department of Building Construction and Inspections since the creation of the agency in 1946. This information was derived from the Henrico County annual reports. Information listed as not available was not recorded as part of the annual report for the years noted in the chart.

#### Permits, Inspections and Dollar Value of Construction

<b>YEAR</b>	<b>PERMIT TOTALS</b>	<b>INSPECTION TOTALS</b>	<b>DOLLAR VALUE</b>
1946	1,440	Not Available	5,798,958
1947	1,995	Not Available	8,586,881
1948	2,831	Not Available	13,234,880
1949	2,465	Not Available	14,569,444
1950	3,098	Not Available	15,790,843
1951	2,752	Not Available	17,848,234
1952	2,793	Not Available	15,278,294
1953	2,940	Not Available	14,635,399
1954	2,659	Not Available	17,793,478
1955	4,626	Not Available	31,537,099
1956	7,089	25,000	32,050,807

1957	7,481	22,000	24,414,032
1958	7,722	23,766	37,776,323
1959	10,141	38,000	30,852,852
1960	8,610	31,000	Not Available
1961	8,229	37,000	Not Available
1962	7,799	30,000	Not Available
1963	8,667	30,000	32,518,341
1964	9,273	25,000	24,908,526
1965	9,392	25,000	32,518,341
1966	10,318	26,637	40,648,929
1967	9,937	26,641	41,191,310
1968	9,700	25,676	38,919,139
1969	9,645	27,262	41,111,598
1970	8,786	23,520	53,570,206
1971	10,580	28,406	51,976,567
1972	12,908	35,058	73,989,710
1973	11,182	43,000	87,994,590
1974	11,992	47,821	109,247,458
1975	10,428	53,707	91,822,345
1976	11,758	46,205	73,623,892
1977	11,652	46,711	85,539,840
1978	13,766	53,595	99,620,291
1979	12,691	58,848	112,593,977
1980	12,574	60,085	115,773,844
1981	15,082	54,046	113,410,325
1982	10,410	45,000	95,865,023
1983	11,287	37,538	121,697,451
1984	15,373	57,602	166,453,866
1985	15,963	71,253	256,351,000
1986	17,433	80,470	323,803,000
1987	18,785	76,714	309,109,000
1988	24,340	73,559	386,634,811
1989	19,669	71,960	347,723,000
1990	17,375	64,782	285,906,017
1991	15,172	60,946	176,724,882
1992	15,538	58,728	241,528,206
1993	16,502	64,434	250,261,760
1994	17,487	67,828	295,629,297
1995	18,085	69,009	327,830,746
1996	17,936	64,555	468,942,405
1997	19,675	69,252	516,388,721
1998	18,257	66,500	489,121,467
1999	20,336	78,854	529,785,425
2000	18,745	74,278	612,028,727
2001	18,880	73,000	672,373,503

2002	16,405	73,700	476,721,169
2003	18,485	82,000	674,204,597
2004	20,534	88,631	560,504,534
2005	21,928	89,500	671,144,887
2006	20,905	91,800	712,692,401
2007	18,509	86,100	737,229,592
2008	18,217	82,020	913,250,006
2009	12,819	57,400	450,517,382
2010	11,974	51,495	327,501,675
2011	12,208	51,351	386,996,745
<b>TOTALS</b>	<b>796,817</b>	<b>3,024,243</b>	<b>14,386,068,048</b>

## Disaster Response

The Henrico County Emergency Operations Plan charges the Department of Building Construction and Inspections with the responsibility of performing assessments of any buildings and structures that are damaged in the event of a natural disaster. The data collected by the department staff are forwarded to the State of Virginia Department of Emergency Management and reported to the Federal Emergency Management Agency (FEMA) for determining the extent of any assistance that might be provided through the Federal government. Notable disasters that the agency has responded to have included hurricanes Isabel (2003) and Irene (2011), tropical storm Gaston (2004), two local tornados (2004 and 2010) and an earthquake (2011). Department inspectors and engineers inspected over 1000 private properties in response to these natural disasters with estimated damages exceeding \$10.2 million dollars.