

BUILDING INSPECTIONS

DESCRIPTION

The Code of Virginia requires all local governments to enforce the Virginia Uniform Statewide Building Code (USBC). The Department of Building Construction and Inspections fulfills this role for Henrico County by reviewing and inspecting the structural, mechanical, electrical, and plumbing systems of buildings and structures in Henrico County to ensure the safety, health, and welfare of the County’s citizens. The reviews and inspections are based on criteria that are consistent with nationally recognized codes and standards at reasonable cost levels.

The Department also enforces the maintenance and unsafe provisions of the USBC and the Drug Blight, Bawdy Places, and Derelict Buildings ordinances to further the objectives of the County's Community Maintenance Program. In addition, the Department administers the graffiti ordinance to remove graffiti in the County.

OBJECTIVES

- To ensure the public health, safety, and welfare affected by the design and construction of buildings and structures in Henrico County.
- To ensure the quality of inspections by field staff through education and certification to State standards.
- To provide services that equal customer expectations for professionalism and accountability.
- To establish policies and procedures that are consistent, practical, workable, and enforceable.

FISCAL YEAR 2025 SUMMARY

Annual Fiscal Plan

Description	FY23	FY24	FY25	Change
	Actual	Original	Proposed	24 to 25
Personnel	\$ 4,903,142	\$ 5,486,629	\$ 5,777,852	5.3%
Operation	313,326	410,728	410,728	0.0%
Capital	250	300	300	0.0%
Sub-Total	<u>\$ 5,216,718</u>	<u>\$ 5,897,657</u>	<u>\$ 6,188,880</u>	4.9%
Interdepartmental Billings	<u>(119,315)</u>	<u>(156,158)</u>	<u>(160,522)</u>	2.8%
Total Budget	<u>\$ 5,097,403</u>	<u>\$ 5,741,499</u>	<u>\$ 6,028,358</u>	5.0%
Personnel Complement	58	58	58	0

Building Inspections

PERFORMANCE MEASURES

	FY23	FY24	FY25	Change 24 to 25
Workload Measures				
Building Inspections	29,702	30,000	30,000	0
Electrical Inspections	16,248	16,500	16,500	0
Mechanical Inspections	8,535	8,500	8,500	0
Plumbing Inspections	14,877	15,000	15,000	0
Fire Protection Inspections	3,587	3,600	3,600	0
Elevator Inspections	169	180	180	0
Sign Inspections	305	300	300	0
Total Inspections	73,423	74,080	74,080	0
Total Permits Issued	15,231	15,000	15,000	0
Single Family Permits Issued	739	700	700	0
Total New Construction Inspections	73,433	80,000	80,000	0
Existing Structure Inspections	8,351	8,500	8,500	0
FOG Inspections	60	50	50	0
Efficiency Measures				
Residential Inspections/Inspector/Day	11	13	13	0
Mech./Plumbing Inspections/Inspector/Day	16	17	17	0
Electrical Inspections/Inspector/Day	17	18	18	0
Fire Protection Inspections/Inspector/Day	8	8	8	0
Commercial Inspections/Inspector/Day	10	11	11	0
Avg. # of Inspections/Single Family w/ Fire Spklrs	41	41	41	0
Avg. # of Inspections/Single Family Dwelling No Fire Spklrs	33	33	33	0

BUDGET HIGHLIGHTS

The Department of Building Construction and Inspections budget is divided into two sections: Building Inspections and Community Maintenance.

The total FY25 proposed budget is \$6,028,358 representing an increase of \$443,017, or 7.9%, when compared to FY24.

The Building Inspections section is responsible for assuring that structural stability, fire safety, and electrical safety is provided in newly constructed buildings throughout the County through compliance with nationally recognized building codes and standards. This section also inspects structures for compliance with accessibility, sanitation, light and ventilation, and energy and water conservation standards as referenced in the building code.

The Building Inspections section's budget for FY25 totals \$5,418,410. This reflects a total increase of \$225,395. The personnel budget reflects the entire increase. Personnel increases are due to merit-based salary increases and benefit rate adjustments. The operating budget and capital outlay remain flat for FY25.

The Community Maintenance Division within the Building Inspections Department is responsible for resolving violations of the building code and graffiti ordinance for existing structures. This Division's budget totals \$609,948, which is an increase of \$61,464 when compared to the prior fiscal year. The increase is entirely reflected in the personnel component as operating budget and capital outlay match the funding in the prior fiscal year.

Building Inspections

Also included in the Community Maintenance Division are the costs for two positions that are part of an initiative to ensure that restaurants have the proper equipment to prevent oil and grease from entering the sewer system. The ongoing cost for these two positions total \$160,522. The entirety of this cost will be reimbursed by the Department of Public Utilities. As such, an interdepartmental billing account has been budgeted to reflect the reimbursement of these ongoing costs.

The Community Maintenance Division will continue to work closely with the Department of Community Revitalization, as they also provide community maintenance services. Community Revitalization's services include those related to identifying the needs of established communities and aiding improving the properties in these areas.



**Department Operating Budget
Henrico County, Virginia
FY2024-25
BUILDING INSPECTIONS**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,481,851	3,952,637	4,115,696	163,059	4.1%
50101 Full-Time Salaries and Wages - Overtime	9,210	28,780	28,780	0	0.0%
50104 Temporary Salaries and Wages - Regular	11,812	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	17,481	7,590	8,653	1,063	14.0%
50109 Vacancy Savings	0	-138,899	-149,096	-10,197	-7.3%
50110 FICA	260,727	304,551	316,417	11,866	3.9%
50111 Retirement VRS	560,968	653,312	720,247	66,935	10.2%
50112 Hospital/Medical Plans	512,675	623,326	642,872	19,546	3.1%
50113 Group Insurance - Life (VRS)	45,398	55,332	57,619	2,287	4.1%
50114 Unemployment Insurance	3,020	0	0	0	0.0%
50121 VRS Hybrid Deferred Contribution	0	0	36,664	36,664	100.0%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	24,157	70,000	70,000	0	0.0%
50220 Lease/Rent Of Equipment	2,980	3,000	3,000	0	0.0%
50240 Printing and Binding	253	2,000	2,000	0	0.0%
50250 Advertising	918	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	183,045	175,943	175,943	0	0.0%
50410 Postal Services	2,665	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	70,221	60,741	60,741	0	0.0%
50423 Risk Management Claims Charges	1,440	0	0	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	2,023	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	335	950	950	0	0.0%
50455 Tuition	5,684	4,380	4,380	0	0.0%
50500 Office Supplies	6,397	30,000	30,000	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50501 Food Supplies and Food Service Supplies	1,005	500	500	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	3,989	12,840	12,840	0	0.0%
50512 Books and Subscriptions	4,744	9,100	9,100	0	0.0%
50514 Other Operating Supplies	180	1,100	1,100	0	0.0%
50517 Small Tools	123	3,349	3,349	0	0.0%
50521 Computer Software	2,987	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	180	5,000	5,000	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	250	300	300	0	0.0%
50911 Interdepartmental Billings	-119,315	-156,158	-160,522	-4,364	-2.8%
Total Department	5,097,403	5,741,499	6,028,358	286,859	5.0%



**Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2024-25
BUILDING INSPECTIONS**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
33001 Building Inspections					
50100 Full-Time Salaries and Wages - Regular	3,170,740	3,540,089	3,675,377	135,288	3.8%
50101 Full-Time Salaries and Wages - Overtime	5,832	11,590	11,590	0	0.0%
50104 Temporary Salaries and Wages - Regular	11,812	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	13,885	6,690	7,677	987	14.8%
50109 Vacancy Savings	0	-124,402	-133,145	-8,743	-7.0%
50110 FICA	237,468	271,679	281,354	9,675	3.6%
50111 Retirement VRS	509,910	585,124	643,191	58,067	9.9%
50112 Hospital/Medical Plans	444,587	569,591	565,284	-4,307	-0.8%
50113 Group Insurance - Life (VRS)	41,266	49,557	51,455	1,898	3.8%
50114 Unemployment Insurance	3,020	0	0	0	0.0%
50121 VRS Hybrid Deferred Contribution	0	0	32,530	32,530	100.0%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	2,980	3,000	3,000	0	0.0%
50240 Printing and Binding	214	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	151,557	147,847	147,847	0	0.0%
50410 Postal Services	2,452	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	63,290	53,002	53,002	0	0.0%
50423 Risk Management Claims Charges	1,440	0	0	0	0.0%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	2,023	10,000	10,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	335	950	950	0	0.0%
50455 Tuition	5,684	4,080	4,080	0	0.0%
50500 Office Supplies	5,774	27,000	27,000	0	0.0%
50501 Food Supplies and Food Service Supplies	1,005	500	500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	2,464	7,940	7,940	0	0.0%
50512 Books and Subscriptions	4,545	8,500	8,500	0	0.0%
50514 Other Operating Supplies	149	1,100	1,100	0	0.0%
50517 Small Tools	123	1,953	1,953	0	0.0%
50521 Computer Software	2,987	5,325	5,325	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	200	300	300	0	0.0%
Total Cost Center	4,685,742	5,193,015	5,418,410	225,395	4.3%
33002 Community Maintenance					
50100 Full-Time Salaries and Wages - Regular	311,111	412,548	440,319	27,771	6.7%
50101 Full-Time Salaries and Wages - Overtime	3,378	17,190	17,190	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,596	900	976	76	8.4%
50109 Vacancy Savings	0	-14,497	-15,951	-1,454	-10.0%
50110 FICA	23,259	32,872	35,063	2,191	6.7%
50111 Retirement VRS	51,058	68,188	77,056	8,868	13.0%
50112 Hospital/Medical Plans	68,088	53,735	77,588	23,853	44.4%
50113 Group Insurance - Life (VRS)	4,132	5,775	6,164	389	6.7%
50121 VRS Hybrid Deferred Contribution	0	0	4,134	4,134	100.0%
50209 Other Professional Services	24,157	70,000	70,000	0	0.0%
50240 Printing and Binding	39	0	0	0	0.0%
50250 Advertising	918	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	31,488	28,096	28,096	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50410 Postal Services	213	1,000	1,000	0	0.0%
50412 Telecommunications	6,931	7,739	7,739	0	0.0%
50455 Tuition	0	300	300	0	0.0%
50500 Office Supplies	623	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,525	4,900	4,900	0	0.0%
50512 Books and Subscriptions	199	600	600	0	0.0%
50514 Other Operating Supplies	31	0	0	0	0.0%
50517 Small Tools	0	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	180	5,000	5,000	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	50	0	0	0	0.0%
50911 Interdepartmental Billings	-119,315	-156,158	-160,522	-4,364	-2.8%
Total Cost Center	411,661	548,484	609,948	61,464	11.2%