

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 2022 SUMMARY

Annual Fiscal Plan

Description	FY20 Actual	FY21 Original	FY22 Proposed	Change 21 to 22
Personnel	\$ 4,475,369	\$ 4,441,860	\$ 4,870,725	9.7%
Operation	274,635	405,920	405,920	0.0%
Capital	463	300	300	0.0%
Sub-Total	\$ 4,750,467	\$ 4,848,080	\$ 5,276,945	8.8%
Interdepartmental Billings	(162,719)	(177,599)	(149,742)	(15.7%)
Total Budget	\$ 4,587,748	\$ 4,670,481	\$ 5,127,203	9.8%
Personnel Complement	58	58	58	0

Building Inspections

PERFORMANCE MEASURES

	FY20	FY21	FY22	Change 21 to 22
Workload Measures				
Building Inspections	31,395	31,000	35,000	4,000
Electrical Inspections	19,548	19,500	20,000	500
Mechanical Inspections	13,396	14,000	15,000	1,000
Plumbing Inspections	17,747	18,000	20,000	2,000
Fire Protection Inspections	3,933	4,000	4,500	500
Elevator Inspections	306	300	300	0
Sign Inspections	832	800	800	0
Total Inspections	87,157	87,600	95,600	8,000
Total Permits Issued	15,644	16,000	16,000	0
Single Family Permits Issued	800	900	1,000	100
Existing Structure Inspections	4,020	5,000	5,000	0
FOG Inspections	173	150	200	50
Efficiency Measures				
Residential Inspections/Inspector/Day	14	15	16	1
Mech./Plumbing Inspections/Inspector/Day	16	18	20	2
Electrical Inspections/Inspector/Day	15	16	17	1
Fire Protection Inspections/Inspector/Day	6	6	7	1
Commercial Inspections/Inspector/Day	10	10	11	1
Avg. # of Inspections/Single Family Dwelling	35	35	35	0

BUDGET HIGHLIGHTS

The Department of Building Construction and Inspections budget is divided into two sections: Building Inspections and Community Maintenance. The combined FY2021-22 proposed budget is \$5,127,203, reflecting an increase of \$456,722, or 9.8 percent, when compared to the prior fiscal year.

The Building Inspections budget for FY2021-22 totals \$4,637,429 and reflects an increase of \$369,437 in personnel expenses containing employee compensation and benefit rate increases. The operating and capital budget is unchanged from the previous fiscal year with funds shifted between accounts addressing operational requirements.

The Community Maintenance budget totals \$489,774, an increase of \$87,285 when compared to the prior fiscal year. Personnel expenses increased by \$59,428 reflecting employee compensation and benefit rate increases. Operating expenses match funding in the prior fiscal year. Also included in the Community Maintenance Division are the costs for two positions dedicated to ensuring restaurants have the proper equipment to prevent oil and grease from entering the sewer system. The ongoing cost for these two positions total \$149,742, reflecting a net increase in operating expenses of \$27,857 will be reimbursed by the Department of Public Utilities in the interdepartmental billing account.



Department Operating Budget
Henrico County, Virginia
FY2021-22
BUILDING INSPECTIONS

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,265,477	3,226,096	3,564,578	338,482	10.5%
50101 Full-Time Salaries and Wages - Overtime	13,306	17,190	17,190	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	8,818	4,288	5,655	1,367	31.9%
50109 Vacancy Savings	0	-79,201	-119,862	-40,661	-51.3%
50110 FICA	242,793	248,113	274,006	25,893	10.4%
50111 Retirement VRS	432,990	451,654	499,040	47,386	10.5%
50112 Hospital/Medical Plans	469,292	529,200	580,928	51,728	9.8%
50113 Group Insurance - Life (VRS)	42,693	44,520	49,190	4,670	10.5%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	16,604	70,000	70,000	0	0.0%
50220 Lease/Rent Of Equipment	3,284	3,000	3,000	0	0.0%
50240 Printing and Binding	160	2,000	2,000	0	0.0%
50250 Advertising	596	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	163,542	186,048	175,943	-10,105	-5.4%
50410 Postal Services	3,553	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	52,529	50,636	60,741	10,105	20.0%
50430 Mileage	15	200	200	0	0.0%
50431 Education and Training	3,715	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	315	950	950	0	0.0%
50455 Tuition	2,744	4,380	4,380	0	0.0%
50500 Office Supplies	14,078	30,000	30,000	0	0.0%
50501 Food Supplies and Food Service Supplies	224	500	500	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	6,502	8,844	8,844	0	0.0%
50512 Books and Subscriptions	2,693	8,288	8,288	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50514 Other Operating Supplies	3,001	1,100	1,100	0	0.0%
50517 Small Tools	668	3,349	3,349	0	0.0%
50521 Computer Software	0	5,325	5,325	0	0.0%
50620 Emergency Needs/Food Bank	412	5,000	5,000	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	16	0	0	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	405	0	0	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	42	300	300	0	0.0%
50911 Interdepartmental Billings	-162,719	-177,599	-149,742	27,857	15.7%
Total Department	4,587,748	4,670,481	5,127,203	456,722	9.8%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2021-22
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	2,989,535	2,902,226	3,200,562	298,336	10.3%
50101 Full-Time Salaries and Wages - Overtime	9,881	11,590	11,590	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	8,605	4,045	4,911	866	21.4%
50109 Vacancy Savings	0	-70,525	-107,310	-36,785	-52.2%
50110 FICA	221,756	222,908	245,730	22,822	10.2%
50111 Retirement VRS	396,178	406,312	448,078	41,766	10.3%
50112 Hospital/Medical Plans	435,252	472,500	510,816	38,316	8.1%
50113 Group Insurance - Life (VRS)	39,087	40,051	44,167	4,116	10.3%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50220 Lease/Rent Of Equipment	3,284	3,000	3,000	0	0.0%
50240 Printing and Binding	160	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	135,472	157,952	147,847	-10,105	-6.4%
50410 Postal Services	3,203	5,000	5,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	45,199	42,897	53,002	10,105	23.6%
50430 Mileage	15	200	200	0	0.0%
50431 Education and Training	3,715	10,000	10,000	0	0.0%
50450 Dues And Association Memberships	315	950	950	0	0.0%
50455 Tuition	2,744	4,080	4,080	0	0.0%
50500 Office Supplies	13,397	27,000	27,000	0	0.0%
50501 Food Supplies and Food Service Supplies	224	500	500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	5,682	4,540	4,540	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50512 Books and Subscriptions	2,603	7,688	7,688	0	0.0%
50514 Other Operating Supplies	3,001	1,100	1,100	0	0.0%
50517 Small Tools	619	1,953	1,953	0	0.0%
50521 Computer Software	0	5,325	5,325	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	16	0	0	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	405	0	0	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	42	300	300	0	0.0%
Total Cost Center	4,320,390	4,267,992	4,637,429	369,437	8.7%
33002 Community Maintenance					
50100 Full-Time Salaries and Wages - Regular	275,942	323,870	364,016	40,146	12.4%
50101 Full-Time Salaries and Wages - Overtime	3,425	5,600	5,600	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	213	243	744	501	206.2%
50109 Vacancy Savings	0	-8,676	-12,552	-3,876	-44.7%
50110 FICA	21,037	25,205	28,276	3,071	12.2%
50111 Retirement VRS	36,812	45,342	50,962	5,620	12.4%
50112 Hospital/Medical Plans	34,040	56,700	70,112	13,412	23.7%
50113 Group Insurance - Life (VRS)	3,606	4,469	5,023	554	12.4%
50209 Other Professional Services	16,604	70,000	70,000	0	0.0%
50250 Advertising	596	3,500	3,500	0	0.0%
50310 Automotive/Motor Pool	28,070	28,096	28,096	0	0.0%
50410 Postal Services	350	1,000	1,000	0	0.0%
50412 Telecommunications	7,330	7,739	7,739	0	0.0%
50455 Tuition	0	300	300	0	0.0%
50500 Office Supplies	681	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	0	2,400	2,400	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50511 Uniforms/Wearing Apparel/ITEMS	820	4,304	4,304	0	0.0%
50512 Books and Subscriptions	90	600	600	0	0.0%
50517 Small Tools	49	1,396	1,396	0	0.0%
50620 Emergency Needs/Food Bank	412	5,000	5,000	0	0.0%
50911 Interdepartmental Billings	-162,719	-177,599	-149,742	27,857	15.7%
Total Cost Center	267,358	402,489	489,774	87,285	21.7%