

BUILDING, ZONING AND CODE ENFORCEMENT

Description of Operations

The Building, Zoning and Code Enforcement Department protects the health, safety and general welfare of the citizens by enforcing the building, zoning, housing and City codes.

The Building Division reviews commercial and residential construction plans for code compliance and performs technical field inspections for construction projects. The Building Division also handles review of all plans for compliance with the Americans with Disabilities Act (ADA).

The Zoning Division reviews construction plans for compliance with the zoning code and Federal Emergency Management Agency (FEMA) flood standards. The Zoning Division also reviews alcoholic beverage license applications.

The Occupational Licensing Division is responsible for enforcing Chapter 19 (Licenses) of the Sarasota City Code and issuing occupational licenses to all businesses located in the City.

The Code Enforcement Division enforces all of the City codes with a goal of keeping all neighborhood values strong. The Code Enforcement Division also handles all tree removal inspections and signage permits and inspections.

Department Expenditures by Cost Center

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
033651 CONSTRUCTION & TECHNICAL INSPEC'	399,834	351,574	370,871	0	370,871
033652 FIRE INSPECTIONS	56,088	56,954	59,162	0	59,162
033653 PLANS EXAM & PERMITTING	289,197	393,954	445,491	0	445,491
033654 ZONING ENFORCEMENT & INSPECTION	216,179	224,454	229,255	0	229,255
033655 CODE ENFORCEMENT	759,661	775,748	813,972	0	813,972
033656 ADMINISTRATION	99,233	138,638	150,422	0	150,422
Totals	\$1,820,192	\$1,941,322	\$2,069,173	\$0	\$2,069,173

Department Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	1,552,854	1,660,311	1,754,946	0	1,754,946
Non Personal Expenditures	220,284	243,136	276,238	0	276,238
Capital Expenditures	22,054	12,875	12,989	0	12,989
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$1,820,192	\$1,941,322	\$2,069,173	\$0	\$2,069,173

Personnel Summary

Actual Positions	36.00	0.00	36.00
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Revenue Summary

	Total
LICENSES & PERMITS	1,761,264
CHARGES FOR SERVICES	32,820
FINES & FORFEITURES	110,000
	\$1,904,084

BUILDING, ZONING AND CODE ENFORCEMENT CONSTRUCTION & TECHNICAL INSPECTION

Description of Operations

The Building Construction and Technical Inspection Division reviews residential and commercial construction plans for compliance with all building, fire prevention and life safety code requirements. The division conducts field inspections for all permitted construction projects to verify that the projects meet all technical code requirements. The building technical inspectors and plans examiners are required to be certified and licensed by the State of Florida in any discipline they inspect or review, as well as participating in continuing education course requirements.

Goal - Attractive, Safe & Environmentally-Friendly City

To assure that homes and commercial buildings for our residents and visitors meet code requirements.

Objectives

To review and approve all construction plans for code compliance and conduct the required technical inspections within established time frames.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Inspections conducted	Number	13,350	13,350	13,350
Plans reviewed	Number	5,400	4,800	4,800
Effectiveness Measure				
Technical inspect. w/i 24 hrs of request	Percent	85	90	92
Plans review w/i 10 days initial receipt	Percent	70	75	78
Staff certifications	Percent	100	100	100
Efficiency Measure				
Inspections per inspector	Number	1,907	2,053	2,053
Plans reviewed per inspector	Number	1,080	960	960

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	368,937	326,569	346,257	0	346,257
Non Personal Expenditures	29,279	25,005	24,614	0	24,614
Capital Expenditures	1,618	0	0	0	0
Totals	\$399,834	\$351,574	\$370,871	\$0	\$370,871

Personnel Summary

Actual Positions	5.65	0.00	5.65
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Revenue Summary

	Total
LICENSES & PERMITS	741,496
CHARGES FOR SERVICES	70
	\$741,566

BUILDING, ZONING AND CODE ENFORCEMENT FIRE INSPECTIONS

Description of Operations

The Fire Inspections Division is responsible for reviewing commercial building construction plans for compliance with the fire prevention and life safety code requirements. The division conducts field inspections of new construction on commercial, assembly, and multi-family residential structures to verify the projects are meeting all technical code requirements. The fire inspectors are required to be certified and licensed by the State of Florida, as well as participating in continuing education course requirements.

Goal - Attractive, Safe & Environmentally-Friendly City

To assure commercial, assembly and multi-family structures meet fire and life code requirements.

Objectives

To conduct inspections of all new or renovated fire alarm and fire sprinkler systems for code compliance within established time frames.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Inspections conducted	Number	500	500	500
Effectiveness Measure				
Tech inspection w/i 24 hrs of request	Percent	70	75	78
Plans review w/i 10 days initial receipt	Percent	70	75	78
Staff certifications	Percent	100	100	100
Efficiency Measure				
Inspections conducted per inspector	Number	500	500	500
Plans reviewed per inspector	Number	500	500	500

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	51,512	53,195	55,403	0	55,403
Non Personal Expenditures	4,576	3,759	3,759	0	3,759
Totals	\$56,088	\$56,954	\$59,162	\$0	\$59,162

Personnel Summary

Actual Positions	1.00	0.00	1.00
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Revenue Summary

	Total
CHARGES FOR SERVICES	30,720
	\$30,720

BUILDING, ZONING AND CODE ENFORCEMENT PLANS EXAM & PERMITTING

Description of Operations

The Plans Exam and Permitting Division is responsible for processing all building construction plans and change orders. This process includes tracking the plans, filing the plans and processing all inspection requests in a timely manner. The division also ensures all contractors are properly licensed and that all required contractor insurance is current. There are substantial accounting responsibilities as this area is responsible for building permit fee collection and distribution of other government fees such as impact and radon fees.

Goal - Attractive, Safe & Environmentally-Friendly City

To ensure compliance with all technical, fire prevention, life safety and accessibility requirements in residential and commercial construction.

To collect fees related to construction.

Objectives

To issue building permits, issue certificates of completeness or occupancy, complete inspection requests, collect fees, issue contractor certificates, and process inspection requests.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Contractors' certificates issued	Number	1,500	1,500	1,500
Inspections requested	Number	13,600	13,600	13,600
Plans & transmittals reviewed	Number	n/a	n/a	6,000
Special event permits reviewed	Number	50	50	50
Building permits issued	Number	5,400	4,800	4,800
DRC plans reviewed	Number	95	95	95
Walk-in customers served	Number	n/a	13,700	13,700
Effectiveness Measure				
Plans review w/i 15 days of initial rec.	Percent	70	75	88
Inspect scheduled w/i 24 hrs.of request	Percent	85	90	92
DRC plans review w/i 10 days of receipt	Percent	100	100	100
Efficiency Measure				
Permits reviewed per employee	Number	5,400	2,400	1,745

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	273,955	376,903	424,095	0	424,095
Non Personal Expenditures	8,770	13,451	17,682	0	17,682
Capital Expenditures	6,472	3,600	3,714	0	3,714
Totals	\$289,197	\$393,954	\$445,491	\$0	\$445,491

Personnel Summary

Actual Positions	9.40	0.00	9.40
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**BUILDING, ZONING AND CODE ENFORCEMENT
PLANS EXAM & PERMITTING**

Revenue Summary

	Total
LICENSES & PERMITS	386,034
CHARGES FOR SERVICES	2,030
	\$388,064

BUILDING, ZONING AND CODE ENFORCEMENT

ZONING ENFORCEMENT & INSPECTIONS

Description of Operations

The Zoning Division reviews all building permits for compliance with the City zoning code. The review also includes compliance with concurrency regulations and flood zone regulations. This division handles variance requests and administrative appeals through the Zoning Board of Adjustment (BOA). The division reviews applications for alcoholic beverage licenses for compliance with City and zoning codes.

The occupational license area is responsible for issuing business licenses to all businesses located within the City and ensuring they are properly zoned. The occupational license area has a substantial accounting responsibility and must make sure all fees are equally assessed and collected.

Goal - Attractive, Safe & Environmentally-Friendly City

To ensure construction is in compliance with the zoning code, concurrency requirements and FEMA regulations.

To collect business occupational license fees.

Objectives

To review and approve all construction plans and requested licenses and conduct the required technical inspections within established time frames.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Zoning inspections conducted	Number	n/a	n/a	125
Board of Adjustment petitions	Number	45	40	40
Alcoholic beverage licenses reviewed	Number	n/a	25	25
Construction plans reviewed	Number	5,400	4,800	4,800
Occupational licenses issued	Number	5,300	5,400	5,400
Occupational license inspect.conducted	Number	n/a	n/a	400
Walk-in customers served	Number	n/a	n/a	2,000
Effectiveness Measure				
Review plans for zon.complia.w/i 12 days	Percent	n/a	80	85
FEMA CRS rating received (1-10)	Rating	7	7	7
Occu.lic.issued w/i 3 days of applica.	Percent	n/a	90	95
BOA petitions prepared w/i 15 days rec.	Percent	n/a	100	100
Efficiency Measure				
Zoning plans reviewed per FTE/month	Number	2,700	2,400	2,400

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	211,299	206,747	214,548	0	214,548
Non Personal Expenditures	4,880	17,207	14,207	0	14,207
Capital Expenditures	0	500	500	0	500
Totals	\$216,179	\$224,454	\$229,255	\$0	\$229,255

Personnel Summary

Actual Positions	4.25	0.00	4.25
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**BUILDING, ZONING AND CODE ENFORCEMENT
ZONING ENFORCEMENT & INSPECTIONS**

Revenue Summary

	Total
<hr/> LICENSES & PERMITS	608,734
	<hr/> \$608,734

BUILDING, ZONING AND CODE ENFORCEMENT

CODE ENFORCEMENT

Description of Operations

The Code Enforcement Division conducts inspections in all areas of the City to preserve, improve and stabilize all neighborhoods. The inspectors ensure compliance with the housing, unsafe building abatement, commercial maintenance and City codes by utilizing target area inspections as well as being responsible for a zone coverage area. The division compels compliance by issuing notices of violation and citations and by prosecuting cases before the Code Enforcement Special Master. The division also enforces the City tree protection ordinance by conducting inspections of all protected trees that are permitted to be removed. The division also inspects all signs erected in the City for compliance with the zoning and building codes. All code enforcement inspectors are certified by the Florida Association of Code Enforcement and participate in continuing education requirements.

Goal - Attractive, Safe & Environmentally-Friendly City

To enforce compliance with housing codes, commercial maintenance codes, City code, lot mowing, tree protection and sign codes.

To impose fines and record liens as needed.

Objectives

To conduct inspections and achieve compliance within established time frames.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Inspections conducted	Number	23,409	23,400	23,400
Special Master cases heard	Number	989	1,000	1,000
Lots mowed by City contractor	Number	60	50	50
Notices & citations issued	Number	1,150	1,200	1,200
Demolitions by City contractor	Number	4	4	4
Complaints responded to	Number	1,858	1,800	1,700
Tree inspections	Number	2,455	2,500	2,500
Sign inspections	Number	597	400	400
Walk-in customers served	Number	n/a	n/a	1,500
Effectiveness Measure				
Staff certifications	Percent	n/a	78	90
Initial complaint investigated in 3 days	Percent	n/a	n/a	100
Tree inspections w/i 48 hrs.of request	Percent	n/a	n/a	90
Sign inspections w/i 48 hrs.of request	Percent	n/a	n/a	90
Spec.Mas.cases sch'd 20days after appeal	Percent	n/a	n/a	100
Efficiency Measure				
Code inspections per inspector/month	Number	278	278	278
Violations/citations corrected	Percent	87	n/a	90
Notices/citations per inspector/month	Number	16	16	16
Tree inspections per inspector/month	Number	30	30	30
Sign inspections per inspector/month	Number	7	5	5

BUILDING, ZONING AND CODE ENFORCEMENT CODE ENFORCEMENT

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	582,839	619,655	633,636	0	633,636
Non Personal Expenditures	137,991	122,318	146,561	0	146,561
Capital Expenditures	13,831	8,775	8,775	0	8,775
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$759,661	\$775,748	\$813,972	\$0	\$813,972

Personnel Summary

Actual Positions	14.25	0.00	14.25
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Revenue Summary

LICENSES & PERMITS	25,000
FINES & FORFEITURES	110,000
	Total
	\$135,000

BUILDING, ZONING AND CODE ENFORCEMENT ADMINISTRATION

Description of Operations

The administration is responsible for management and supervision of the department. Management personnel are responsible to attend Planning Board, Board of Adjustment (BOA), Building Board of Rules and Appeals (BORA), Development Review Committee (DRC), and City Commission meetings on a regular basis. They also attend the Historic Preservation, Public Art, and Citizens with Disabilities Advisory Board meetings when requested. The management also meets on a regular basis with customers, both internal and external, to resolve issues relating to the department functions.

Goal - Responsible City Government

To coordinate, manage and supervise the functions of the Building, Zoning and Code Enforcement Department.

Objectives

To ensure that all goals and objectives are achieved and completed by the department within the fiscal year or specified time frames.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Board meetings attended	Number	68	68	68
Planning Board meetings attended	Number	12	12	12
City Commission meetings attended	Number	18	18	18
DRC meetings attended	Number	18	18	18
Agenda requests prepared	Number	34	14	14
DRC level plans reviewed	Number	95	100	100
Customer meetings (inhouse & in field)	Number	n/a	n/a	1,000
BOA meetings attended	Number	12	12	12
BORA & FBORA meetings attended	Number	8	8	8
Effectiveness Measure				
DRC plans reviewed w/i 10 days receipt	Percent	100	100	100
Efficiency Measure				
Employees cross-trained	Percent	60	60	75

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	64,312	77,242	81,007	0	81,007
Non Personal Expenditures	34,788	61,396	69,415	0	69,415
Capital Expenditures	133	0	0	0	0
Totals	\$99,233	\$138,638	\$150,422	\$0	\$150,422

Personnel Summary

Actual Positions	1.45	0.00	1.45
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