

**PLAN REVIEW SECTION**

**PROGRAM MISSION**

To ensure building construction documents meet adopted code requirements and support public health, safety and welfare.

This Section reviews construction plans for new construction and alterations to residential and commercial buildings. The plan reviewers verify the code compliance of building components and design, including fire alarm and sprinkler systems; structural adequacy; sanitary plumbing; efficient heating and cooling systems, electrical installations; accessibility requirements; energy efficiency standards; and elevator and escalator safety. The plan review staff advises field inspectors on complex code issues, assist as field inspectors when staffing and work levels indicate the need, and participate in inter-departmental programs such as Full Code Inspections, the Green Building Program, and in meeting the training and educational needs for all staff.

**PROGRAM FINANCIAL SUMMARY**

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$1,099,012	\$1,075,194	\$2,203,270	105%
Non-Personnel	109,121	287,235	472,290	64%
<b>Total Expenditures</b>	<b>1,208,133</b>	<b>1,362,429</b>	<b>2,675,560</b>	<b>96%</b>
Fees	1,208,133	1,362,429	2,675,560	96%
<b>Total Revenues</b>	<b>1,208,133</b>	<b>1,362,429</b>	<b>2,675,560</b>	<b>96%</b>
<b>Net Tax Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Permanent FTEs	8.0	9.0	24.0	
Temporary FTEs	2.0	2.0	-	
<b>Total Authorized FTEs</b>	<b>10.0</b>	<b>11.0</b>	<b>24.0</b>	

**SIGNIFICANT BUDGET HIGHLIGHTS**

- ↑ Personnel expenditures include normal salary increases and corresponding increases to overtime pay, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a ten percent increase in employer health insurance rates. The increase also reflects the addition of 13 Plan Reviewer positions (13.0 FTE) approved by the County Board in FY 2008.
- ↑ Non-personnel expenditures increase primarily due to additional operating expenses to support the 13 new positions, including four new vehicles approved by the County Board in FY 2008 (\$185,055).
- ↑ Fee revenue includes \$1,193,320 due to fee increases as of October 1, 2007. In addition, revenue increases to reflect a proposed 3.3 percent increase in fee rates and a projected increase in permitting and construction activity (\$119,811).
- Upon creation of the DCPHD Development Fund, four temporary FTEs were converted to permanent FTEs.

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PERFORMANCE MEASURES

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Plan reviews	14,340	16,143	17,130	17,137	17,000	17,000	17,000
Plan reviews per plan reviewer per day [average]	6.0	11.0	10.0	9.0	4.0	3.0	3.0
Number of days in Inspection Services Division (ISD) for first time plan review for commercial tenant build out [average]	N/A	N/A	N/A	N/A	N/A	3	3
Number of days in ISD for first time plan review for new commercial buildings [average]	N/A	N/A	N/A	N/A	N/A	75	75
Number of days in ISD to permit issuance for new commercial buildings [average]	N/A	N/A	N/A	N/A	N/A	180	180
Number of days in ISD to permit issuance for new residential buildings [average]	N/A	N/A	N/A	N/A	N/A	30	30

- Data collection for the new “Number of days” measures in the Inspection Services Division will begin in FY 2009 after technology enhancements are completed.