

012-BUILDING INSPECTION DEPARTMENT

4 Employees

Personnel:



Kirk Smith, Development Services Manager/Building Official
Don Young, Senior Building Inspector
Gabriel Rojas, Building Inspector/Code Enforcement
Mary Kuebler, Permit Technician

- **Current Annual Budget: \$584,853**
- **Inspection Activity – FY 2014-2015** (October 1, 2014 through September 30, 2015)
 - **Building / Electrical / Plumbing / Miscellaneous 3,924 Inspections**
- **32 New Residence Permits Issued Last Year for \$60.7 Million** (valuation)
- **Total revenue from fees & registrations – FY 2014-2015 \$1,526,459**

Permit Requirements

PERMITS...

- Expiration time on Residential Permits: 2 years
- Up to a 90-day extension by Building Official w/25% original permit fee.
 - Additional extensions per Town Council w/50% original permit fee.
- Separate permits for: Fences, Flatwork, Irrigation, Drainage, Pools, Fountains, Air Conditioning, Fire Sprinklers, Generators, and Alarms.
- Average time from plan review to issuance of permit: 15 days
 - Respond to application in 10 business days.
 - Issue permit within 45 calendar days (additional time if agreed).
 - Due to Vesting Rights, the primary building permit must be issued first.
 - Require preliminary meeting with applicant/resident prior to issuance of permit.

Building Inspection Department Responsibilities

- Preconstruction meeting between Town staff, builder, and homeowner for major renovation, additions, and new construction
- Coordinate Erosion Control Program w/ Town Engineering Dept.
- Registration of Contractors
- Cross Connection Control Program (3 years)
- Customer Service Inspection Program (10 years)
- Code Enforcement:
 - High Weeds
 - Constant Drainage
 - Jobsite Conditions
 - Posting of Signs
 - Home Occupations (Conducting a business from home)

Building Inspection Department Responsibilities (Cont'd)

- **Zoning Ordinance Enforcement:**
 - **Building/Development Regulations**
 - **Fence Regulations**
 - **Off-street Parking**
- **Board of Adjustment Variance Requests.**
- **Process Zoning & Platting Applications.**
- **Open Records Requests pertaining to permit records.**
- **Facilities Maintenance coordination for Town Hall, DPS, Library, and Service Center**

Board of Adjustment

- **The Board of Adjustment (BOA) is comprised of 5 members and 2 alternates.**
- **Members are appointed by the Mayor with concurrence of the Town Council for 2-year terms.**
- **Public Hearing meetings are heard on an “as-needed” basis according to a published schedule.**
- **The BOA is a quasi-judicial board; any appeal on its decision is directed to District Court.**
- **A minimum of 4 members must hear each case; 4 affirmative votes are required to approve a request.**

Zoning Commission

- The Zoning Commission is comprised of 5 members, only.
- Members are appointed by the Mayor with concurrence of the Town Council for 2-year terms.
- Meetings are heard on an “as-needed” basis and can be held as work sessions and/or public hearings.
- The Zoning Commission is an advisory board to the Town Council on matters of zoning, platting, or redevelopment of the Town.
- A simple majority vote is required to affirm a recommendation to the Town Council.