



## Department Description

The Department of Building and Zoning Services supports the safety and quality of life for residents and visitors of the City of Columbus through the implementation of the Columbus Building and Zoning Codes.

The department is organized into five distinct yet interconnected sections. Building, Code Enforcement, Zoning, Site Engineering, and Customer Service are the service areas that combine to ensure safe, quality development in the City of Columbus.

### Department Mission

To ensure safe, quality development in the City of Columbus.

The **Building** section reviews plans, approves permits, and performs inspections to validate that a structure is safe to occupy. Before construction can begin, building plans must be approved to verify compliance with the State of Ohio and City of Columbus building codes. Inspections confirm that the work performed accords with the approved plans. Once the final inspection is approved, the department will issue a Certificate of Occupancy, which allows the structure to be used as intended.

The **Code Enforcement** section is responsible for the enforcement of the city's Housing, Zoning, Nuisance Abatement, Graphics, Health, Sanitation, and Safety Codes. It also works to ensure that the unique characteristics of Columbus' Historic Districts and Commission Areas are maintained and protected.

The Columbus Zoning Code establishes distinct areas, or districts, throughout the city and provides specific land use and design standards for the area that lies within. The **Zoning** section reviews building permits and site plans to ensure that a project is consistent with the allowable standards for the property as set forth in the Zoning Code. Additionally, the Zoning section processes applications for rezoning and zoning variances that alter the standards for the underlying property.

Budget Summary				
Fund	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
General Fund	-	1,848,004	7,648,140	8,042,525
Development Services Fund	23,185,641	23,368,195	27,445,690	28,416,657
<b>Department Total</b>	<b>\$ 23,185,641</b>	<b>\$ 25,216,199</b>	<b>\$ 35,093,830</b>	<b>\$ 36,459,182</b>

## Building and Zoning

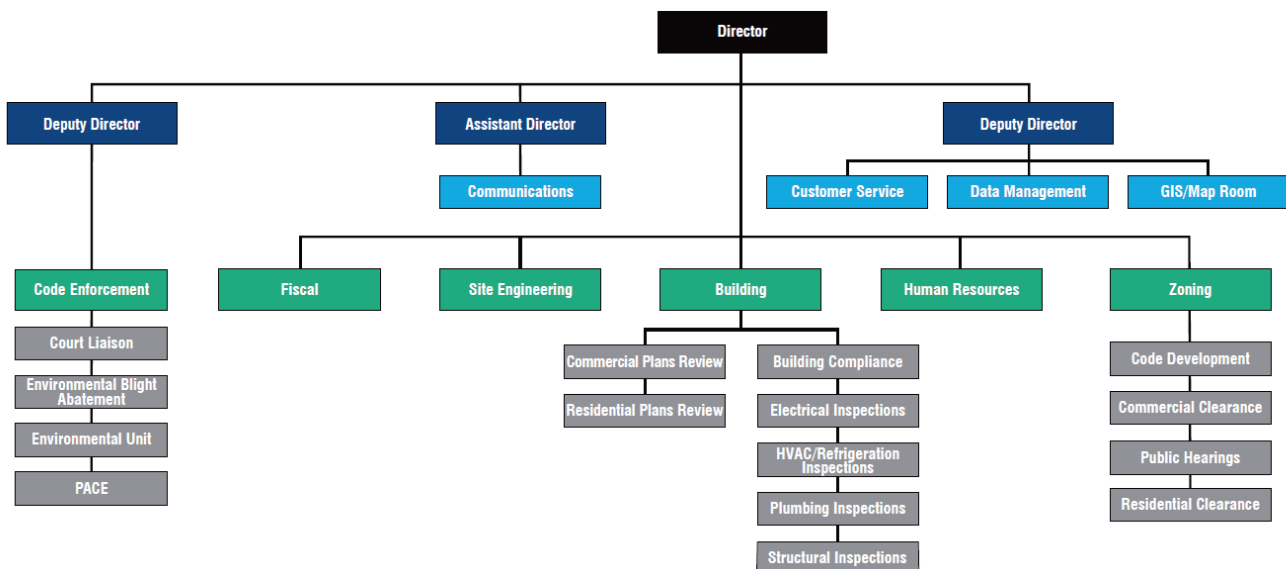
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The **Site Engineering** section coordinates with multiple agencies across the city to certify final site compliance before the start of a project. Because the development process can touch numerous agencies within the city, the Site Engineering section provides a single point of entry for site compliance approval. Depending on the nature of the project, a building permit cannot be issued until final site compliance is attained.

The **Customer Service** section accepts and processes applications, issues permits, contractor licenses, and registrations to perform work in the City of Columbus. Contractor licensing provides qualification standards to support quality construction. The department also provides an ever increasing number of services available online. It strives to deliver excellent customer service through the adoption of innovative technologies and continuous improvement.

The Department of Building and Zoning plays an integral role in the continued growth of the City of Columbus. Permitting, licensing, zoning, and site compliance ensure that the safety and quality of life of residents are at the forefront of the development process.

## Building and Zoning Services

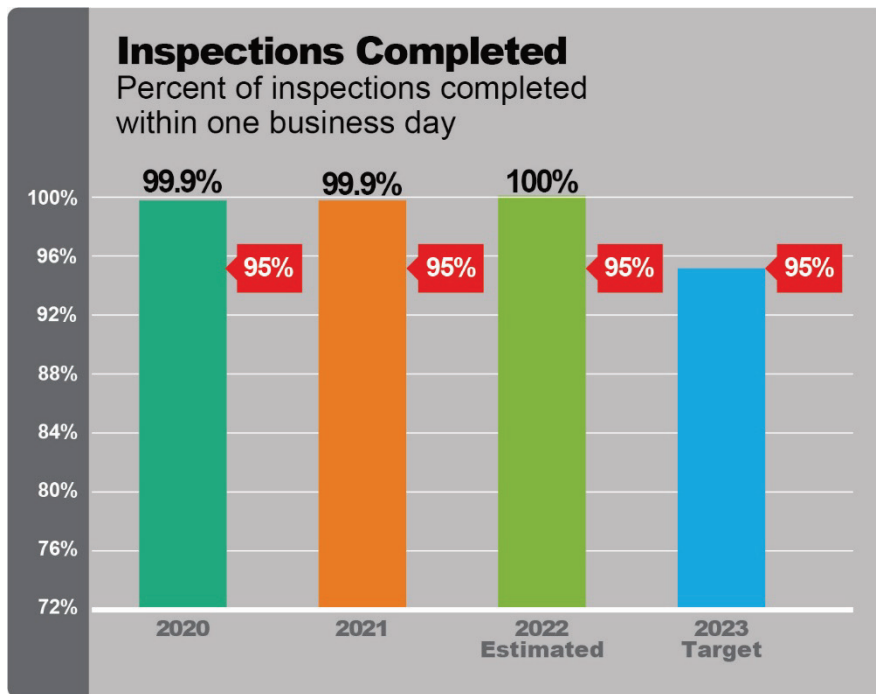


## 2023 BUDGET NOTES

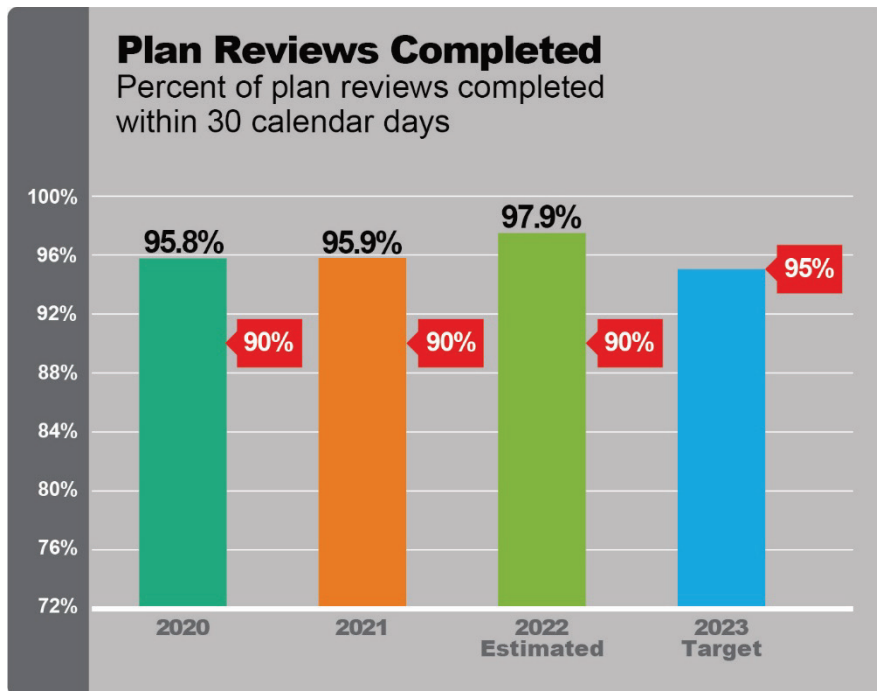
The 2023 budget, totaling \$36,400,199, will support continued investments of technology platforms, including Accela and OnBase, which are critical to the function of the department. Such investments enable the implementation of industry specific best practices and continuous improvement in the areas of permitting, plans review, inspections, and code enforcement. Additionally:

- The department will be investing \$50,000 to purchase a drone in order to complete more thorough inspections of fire-damaged structures in conjunction with the Department of Public Safety.
- To further promote diversity, the department will be creating two new building inspection trainee positions. These positions will offer a path toward certification, which removes a barrier to entry for interested applicants.
- The department is amidst a multi-year contract to comprehensively modernize the zoning code in an effort to support equitable growth, affordable housing, transit, and neighborhood vitality in the City of Columbus for decades to come.

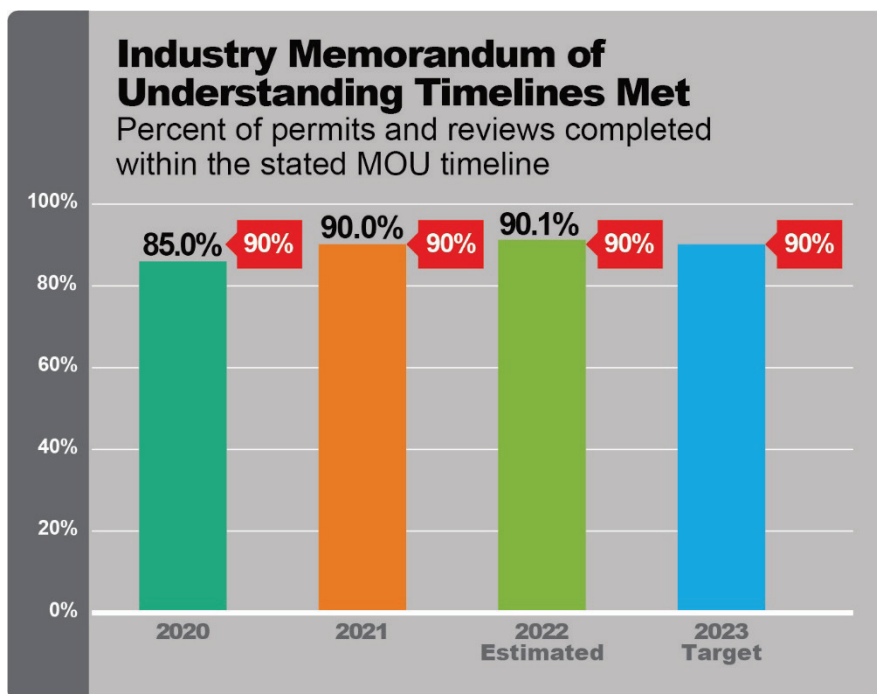
## PERFORMANCE MEASURES



In 2021, the department completed nearly all of inspections within one business day of the scheduled date. Out of over 85,000 inspections, the department only had ten carry overs for the entirety of 2021. Additionally, the department is on pace to achieve 100% compliance with the standard in 2022.



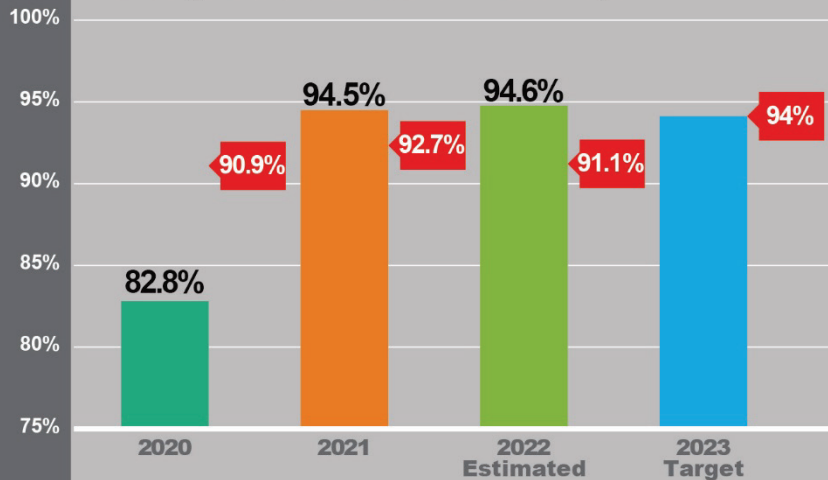
The department met or exceeded the building plan review standard by achieving nearly 96% compliance for 2021. This total is set against a backdrop of the department continuously receiving record levels of permit applications with each passing year. For 2022, the department is on pace to attain nearly 98% compliance with the 30 day building plan review standard.



In 2021, the department met the target and standard for site engineering plans reviewed within timeframes described in the industry MOU. After a down year for 2020, the department was able to increase the compliance rate to 90% last year. Similarly, the department is on pace to realize a 90% compliance rate for 2022.

### Emergency Code Enforcement Responsiveness

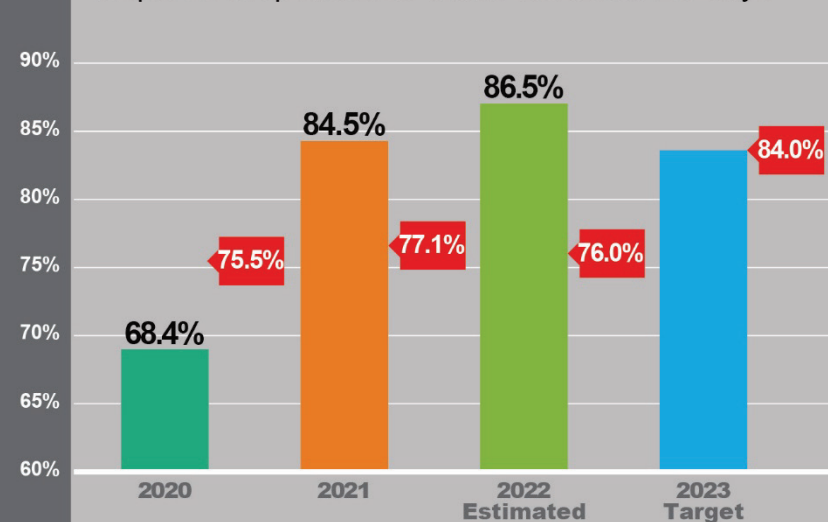
Emergency code enforcement requests investigated within two business days



Emergency code requests, such as, no heat, no water, and raw sewage in basements that pose immediate health and safety risks to residents are our highest priority. This measure represents the level of responsiveness of the Code Enforcement Division to emergency code enforcement requests. The targets are based on the percentage of emergency requests that are investigated within two business days averaged over the previous five years. Code Enforcement exceeded the 2021 target by accomplishing over 94% compliance to the standard. The division is on track to meet that same level of effectiveness for 2022.

### Non-Emergency Code Request

Percent of non-emergency code enforcement requests responded to within ten business days



Response times to non-emergency code enforcement requests are dependent on a number of factors, including demand, staffing availability, the nature of the complaint, and weather conditions. In 2021, the Code Enforcement Division met the ten day standard in more than 84% of cases, eclipsing the target rate. So far in 2022, the division is improving on that compliance rate with 86.5% of cases investigated within ten business days.

## Building and Zoning

Financial Summary by Fund					
Fund	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
<b>General Fund</b>					
Building and Zoning Services	\$ -	\$ 87,177	\$ 282,216	\$ 277,292	\$ 311,069
Code Enforcement	-	1,760,827	7,365,924	7,115,578	7,731,456
<b>General Fund Subtotal</b>	<b>-</b>	<b>1,848,004</b>	<b>7,648,140</b>	<b>7,392,870</b>	<b>8,042,525</b>
<b>Development Services Fund</b>					
Building and Zoning Services	\$ 23,185,641	\$ 22,950,739	\$ 25,788,543	\$ 26,810,222	\$ 26,663,855
Code Enforcement	-	417,457	1,657,147	1,572,373	1,752,802
<b>Development Services Fund Subtotal</b>	<b>23,185,641</b>	<b>23,368,195</b>	<b>27,445,690</b>	<b>28,382,595</b>	<b>28,416,657</b>
<b>Department Total</b>	<b>\$ 23,185,641</b>	<b>\$ 25,216,199</b>	<b>\$ 35,093,830</b>	<b>\$ 35,775,465</b>	<b>\$ 36,459,182</b>

Financial Summary by Area of Expense					
Division	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
<b>Building and Zoning Services</b>					
General Fund					
Personnel	\$ -	\$ 87,177	\$ 282,216	\$ 277,292	\$ 311,069
<b>General Fund Subtotal</b>	<b>-</b>	<b>87,177</b>	<b>282,216</b>	<b>277,292</b>	<b>311,069</b>
Development Services Fund					
Personnel	\$ 18,575,779	\$ 17,682,622	\$ 18,615,986	\$ 18,401,663	\$ 19,868,939
Materials & Supplies	91,980	150,332	169,100	177,006	169,100
Services	4,472,400	4,394,885	6,554,957	7,731,652	6,042,316
Other	45,482	222,900	148,500	200,500	148,500
Capital	-	500,000	300,000	299,400	435,000
<b>Development Services Fund Subtotal</b>	<b>23,185,641</b>	<b>22,950,739</b>	<b>25,788,543</b>	<b>26,810,222</b>	<b>26,663,855</b>
<b>Building and Zoning Services Subtotal</b>	<b>23,185,641</b>	<b>23,037,916</b>	<b>26,070,759</b>	<b>27,087,514</b>	<b>26,974,924</b>
<b>Code Enforcement</b>					
General Fund					
Personnel	\$ -	\$ 1,667,067	\$ 6,546,113	\$ 6,300,286	\$ 6,874,876
Materials & Supplies	-	71,730	72,891	72,891	75,400
Services	-	19,530	737,920	678,401	772,180
Other	-	2,500	9,000	4,000	9,000
Capital	-	-	-	60,000	-
<b>General Fund Subtotal</b>	<b>-</b>	<b>1,760,827</b>	<b>7,365,924</b>	<b>7,115,578</b>	<b>7,731,456</b>
Development Services Fund					
Personnel	\$ -	\$ 417,457	\$ 1,657,147	\$ 1,572,373	\$ 1,752,802
<b>Development Services Fund Subtotal</b>	<b>-</b>	<b>417,457</b>	<b>1,657,147</b>	<b>1,572,373</b>	<b>1,752,802</b>
<b>Code Enforcement Subtotal</b>	<b>-</b>	<b>2,178,283</b>	<b>9,023,071</b>	<b>8,687,951</b>	<b>9,484,258</b>
<b>Department Total</b>	<b>\$ 23,185,641</b>	<b>\$ 25,216,199</b>	<b>\$ 35,093,830</b>	<b>\$ 35,775,465</b>	<b>\$ 36,459,182</b>

Department Personnel Summary								
Fund	2020 Actual		2021 Actual		2022 Budget		2023 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>General Fund</b>								
Building and Zoning Services	0	0	3	0	3	0	2	0
Code Enforcement	0	0	78	0	83	0	66	0
<b>Development Services Fund</b>								
Building and Zoning Services	148	6	156	2	164	7	171	6
Code Enforcement	0	0	0	0	0	0	17	0
<b>Total</b>	<b>148</b>	<b>6</b>	<b>237</b>	<b>2</b>	<b>250</b>	<b>7</b>	<b>257</b>	<b>6</b>

Please note: In addition to the position counts reflected above, funding is included for the equivalent of one full-time position for the Attorney's Office and one for the Fire Division within the department's budgets for 2020 and beyond.

Operating Budget by Program					
Program	2022		2023		
	Budgeted	FTEs	Proposed	FTEs	
Administration	\$ 1,679,742	12	\$ 1,794,096	13	
Building Services	11,184,895	91	11,962,208	95	
Code Enforcement	8,387,999	77	8,921,629	78	
Customer Service	2,363,917	18	2,280,386	16	
Data Management	871,532	5	1,097,301	7	
Engineering Services	1,238,105	10	1,318,426	10	
Environmental Nuisance	489,252	6	446,532	6	
Fiscal	391,790	3	442,005	4	
Human Resources	510,267	4	545,616	4	
Internal Services	4,307,507	0	4,824,126	0	
Zoning Services	3,668,824	24	2,826,857	25	
<b>Department Total</b>	<b>\$ 35,093,830</b>	<b>250</b>	<b>\$ 36,459,182</b>	<b>257</b>	

For additional financial information related to the Department of Building and Zoning Services, please refer to the development services fund contained within the Special Revenue section.





# 2023 PROGRAM GUIDE

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## **ADMINISTRATION**

To ensure all sections of the department operate at maximum capacity to provide prompt delivery of services to the residents of Columbus.

## **BUILDING SERVICES**

To ensure the health and safety of the residents of Columbus by reviewing plans for and inspecting residential and commercial structures.

## **CODE ENFORCEMENT**

To improve the quality of life in Columbus neighborhoods through enforcement of the city's housing, zoning, graphics, health, sanitation, and safety codes.

## **CUSTOMER SERVICE**

To provide prompt, accurate service to our customers and review and process applications for licenses and permits.

## **DATA MANAGEMENT**

To provide leadership, direction, and support relating to data management functions for the department.

## **ENGINEERING SERVICES**

To provide an efficient review of private development projects while ensuring compliance with city engineering and code requirements.

## **ENVIRONMENTAL NUISANCE**

To address the condition of vacant and blighted properties located within the city.

## **FISCAL**

To provide leadership, direction, and support relating to fiscal functions for the department.

## **HUMAN RESOURCES**

To provide leadership, direction, and support relating to human resources for the department.

## **INTERNAL SERVICES**

To account for the internal service charges of the department necessary to maintain operations.

## **ZONING SERVICES**

To review all drawings, site plans, graphic permits, lot split requests, and rezoning and variance requests presented for compliance with existing Columbus City Code and other legislated requirements.

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