



BUILDING AND ZONING SERVICES

Department Description

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

Department Mission

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

STRATEGIC PRIORITIES FOR 2015

Customer Service

Provide quality service and efficiency in plan submission through the continuation of the preliminary plan review process in collaboration with all departments.

Continue to update, educate, and communicate new policies/procedures that will improve the building process in our community.

Maintain an ongoing communication among departments in meeting Memorandum of Understanding (MOU) compliance.

Continue cross-training staff on all aspects of the development process to meet MOU compliance.

Continue to manage necessary zoning code revisions such as definitions, residential standards, permitted uses, deletion of antiquated terms, and initiate necessary revisions to the Graphics Code.

Maintain an up-to-date website and continue to introduce effective information to the public.

Continue necessary upgrades to the existing Accela Automation software system to enhance processing time for permit application; to provide user friendly online permit tracking and offer additional online permitting options to the public.

Continue to reduce the wait at the intake counter through cross-training and improved processes and procedures.

Continue to partner with the construction industry in promoting safe, quality, and responsive services to consultants, contractors, and citizens of Columbus.

Safety

Continue to enforce the Columbus Building and Zoning Codes throughout the permitting and inspection process.

Continue to provide all necessary safety resources and training to staff.

Peak Performance

Implement strategic opportunities as identified in a timely manner.

Refine and track applicable information on performance measures which will significantly improve data linked to the budget.

Education

Continue outreach training on an annual basis to the industry/development community to help lessen the plan review time and ease the development process.

Provide adequate job- and trade-related training to staff and continue to promote certification training and seminars.

2015 BUDGET NOTES

The 2015 budget includes funding for technology upgrades and enhancements associated with the Accela platform and electronic records storage. The department is budgeting \$100,000 for technical services that will provide an increased capacity for online plans submission and review. In addition:

- Funding is included in the 2015 budget to initiate an electronic records storage project. Currently, the department stores paper records and plans at its facility; this initiative will allow for the more expeditious processing of records requests and mitigate the risks associated with managing paper records.
- There is \$50,000 budgeted for the procurement of contracted plans review in consideration of potential increased demand.
- The department has budgeted \$233,810 for the replacement of 10 vehicles.
- The department has budgeted for eight additional full-time staff members. This is in response to the continued growth in demand for plans review, inspections, and permitting.

Department Financial Summary by Area of Expense					
Fund	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Proposed
Development Services Fund					
Personnel	\$ 12,406,751	\$ 12,622,908	\$ 13,876,935	\$ 13,613,542	\$ 14,802,386
Materials & Supplies	66,945	77,590	105,549	79,363	95,749
Services	2,646,214	2,930,405	3,154,662	3,042,081	3,054,403
Other	12,965	43,640	48,150	25,535	48,150
Capital	143,008	34,876	-	-	233,810
Subtotal	15,275,883	15,709,419	17,185,296	16,760,521	18,234,498
Department Total	\$ 15,275,883	\$ 15,709,419	\$ 17,185,296	\$ 16,760,521	\$ 18,234,498

Department Personnel Summary					
Fund	FT/PT	2012 Actual	2013 Actual	2014 Budgeted	2015 Budgeted
Development Services Fund					
	FT	126	126	136	144
	PT	6	2	10	9
Total		132	128	146	153

Operating Budget by Program				
Program	2014 Budget	2014 FTEs	2015 Proposed	2015 FTEs
Building Services Administration	\$ 3,489,966	8	\$ 3,746,643	10
Building Services Support	1,025,157	8	1,030,155	8
Construction Administration	468,483	4	416,543	3
Licensing and Registration	533,211	6	543,024	6
Refrigeration/HVAC Inspection	1,319,238	12	1,391,075	13
Plumbing Inspection	869,012	8	1,028,343	9
Electrical Inspections	1,112,971	10	1,192,432	10
Structural Inspections	1,738,248	16	1,728,578	17
Customer Service Center	1,314,604	12	1,290,678	12
Zoning Administration	422,943	4	434,323	4
Zoning Clearance - Residential	299,264	3	287,872	3
Zoning Clearance - Commercial	331,596	3	339,471	3
Zoning - BZA and Graphics Board	194,716	2	199,334	2
Council Activities	382,616	4	378,387	4
Inspection Administration & Support	322,779	5	401,042	6
Plan Review - Commercial	1,566,866	13	1,768,286	13
Plan Review - Residential	341,143	3	351,068	3
Engineering Plan Review	583,147	6	618,142	6
Building Investigations Team	869,336	9	1,089,102	12
Department Total	\$ 17,185,296	136	\$ 18,234,498	144

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. Program descriptions begin on the following page.



2015 PROGRAM GUIDE

BUILDING SERVICES ADMINISTRATION

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

BUILDING SERVICES SUPPORT

To provide various support functions, including clerical support to boards, telephone coverage, maintenance of databases, web page, zoning maps, and records center; to staff the customer service center, and to draft new and revised code.

CONSTRUCTION ADMINISTRATION

To oversee operations of plans examiners and the inspection section, coordinate activities, information and training of the sections to ensure compliance with city and state codes and the time table set forth in the MOU with the building industry.

LICENSING AND REGISTRATION

To review and process all applications for licenses and registration, issue licenses, and maintain accurate records of contractors who are licensed or registered by the division.

REFRIGERATION/HVAC INSPECTION

To ensure the health and safety of the citizens of Columbus by inspecting refrigeration, heating, ventilation, and air conditioning installations to ensure they meet basic building codes and to deliver next day service.

PLUMBING INSPECTION

To ensure the health and safety of the citizens of Columbus by inspecting plumbing installations to require that they meet basic building codes and to deliver next day service.

ELECTRICAL INSPECTIONS

To ensure the health and safety of the citizens of Columbus by inspecting electrical installations to ensure they meet basic building codes and to deliver next day service.

STRUCTURAL INSPECTIONS

To ensure the health and safety of the citizens of Columbus by inspecting structural work and installations to ensure they meet basic building codes and to deliver next day service.

BUILDING SERVICES CUSTOMER SERVICE CENTER

To provide prompt, accurate service to walk-in and telephone customers, to handle intake of all plans, to answer questions and direct inquiries to appropriate staff, and to provide forms, literature, and other information as needed.

ZONING ADMINISTRATION

To coordinate the activities of the zoning unit, oversee personnel activities, make determinations when conflicts arise, and represent the administration in meetings with developers and the community.

ZONING CLEARANCE - RESIDENTIAL

To review all drawings, site plans, plats, and lot split requests for residential projects presented for compliance with existing Columbus City Code and other legislated requirements.

ZONING CLEARANCE - COMMERCIAL

To review all drawings, site plans, graphics permits, and lot split requests of commercial and multifamily projects presented for compliance with existing Columbus City Code and other legislated requirements.

ZONING - BZA AND GRAPHICS BOARD

To review, present, and approve Board of Zoning Adjustment and Board of Graphics requests to ensure all meet with the Columbus City Code standards.

COUNCIL ACTIVITIES

To review rezoning and variance requests that are presented to ensure they comply with Columbus City Code.

INSPECTION ADMINISTRATION & SUPPORT

To support the work of the inspection unit by inputting inspection requests, handling cancellations, scheduling after hours inspections, preparing correspondence, and performing office operations for the various inspection units.

PLAN REVIEW - COMMERCIAL

To ensure all multifamily and commercial structures built or altered within the City of Columbus meet health and safety guidelines as set forth in the Columbus Building Code.

PLAN REVIEW - RESIDENTIAL

To ensure all one-, two-, and three-family structures built or altered within the City of Columbus meet health and safety guidelines as set forth in the Columbus Building Code.

ENGINEERING PLAN REVIEW

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

BUILDING INVESTIGATIONS TEAM

To provide for the health and safety of the citizens of Columbus by ensuring any construction undertaken meets the standards of the Columbus Building Code through compliance with the plan review and inspection processes.

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