

Service Plan for Building Inspection

2016-2019
(2019)

Capital Regional District

Date updated: July 24, 2018



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1 Overview

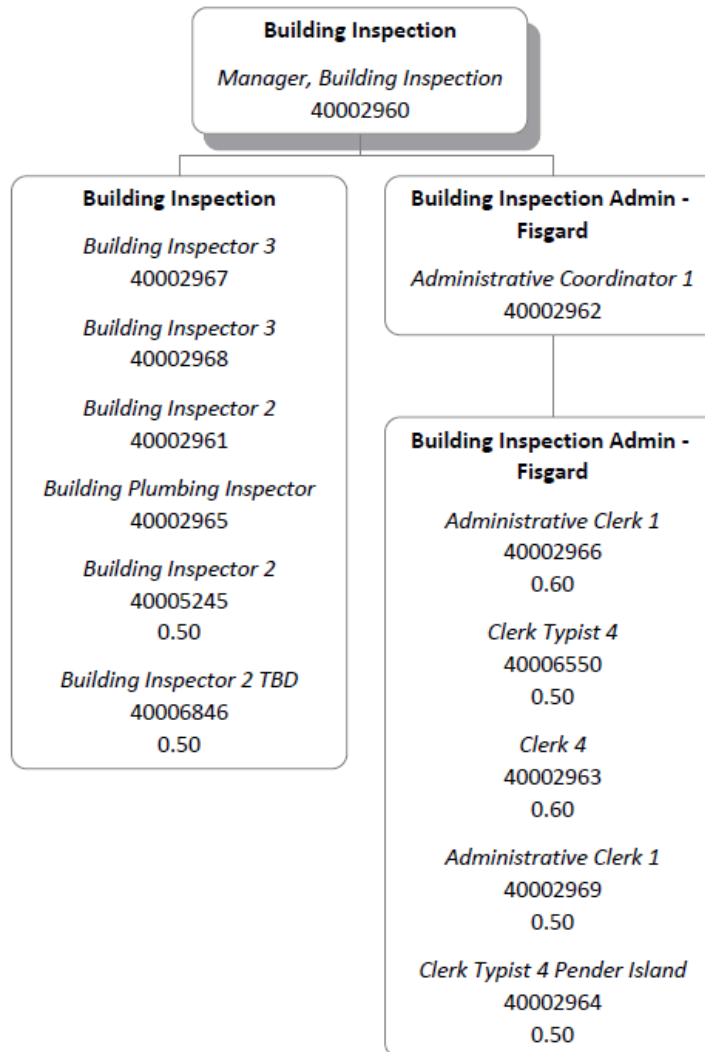
1.1 Division & Service Summary

The Building Inspection Division works to provide protection to the residents of the Capital Region for the health, safety, structural integrity, and the fire protection of buildings through the BC Building Code, CRD Building Bylaws, and the *Local Government Act/Community Charter*.

Service Purpose, Role or Overview	Participants	Funding Sources	CRD Board Committee and/or Commission Reporting Structure
Provide Information on the Building Permit Process, BC Building Code Requirements and Approved Construction Practices	CRD Electoral Areas	Partial requisition and building permit fees	Electoral Area Services Committee CRD Board
Process Building Permit Applications Ensuring Compliance with All Applicable Regulations	CRD Electoral Areas	Partial requisition and building permit fees	Electoral Area Services Committee CRD Board
Provide Building Inspection Services	CRD Electoral Areas	Partial requisition and building permit fees	Electoral Area Services Committee CRD Board

1.2 Organization Chart

Building Inspection



1.3 Key Trends, Issues & Risks – Service Specific

Recent trends or issues that affect building inspection services include:

- Changes to the 2019 Building Code to accommodate the comprehensive five year review including Structural Seismic Design for Residential and Commercial Structures. This will be a completely new BC Building Code that will supersede the current one. This will impact Building Inspectors as ongoing training is required to comply with the new BC Building Code.
- Increase in staff time spent providing responses to Freedom of Information requests and Realtor Reports.
- Increase in residential and commercial construction and the number of building permits being issued.

1.4 Link to Priorities

PROTECTIVE SERVICES

- Oversee compliance with applicable building regulations

CORPORATE DEVELOPMENT

- Ensure CRD service delivery is effectively supported through the development of best practices.

EDUCATION, OUTREACH & INFORMATION

- Demonstrate transparency and increase visibility through the provision of accessible, relevant, timely and usable data and information

2 Services

2.1 Service Levels

Service Level Adjustments in Role/Scope		
Service	Base Year	Year 4 (2019)
Ensure Regulatory Compliance	<p>Manage violation files, register notices on title and follow up on issues</p> <p>Manage remedial action files</p> <p>Carry out contract work for removal of derelict structures</p>	Adjust to meet service delivery needs, as required
Process Building Permits	<p>Process building permit applications for Malahat, Willis Point, Juan de Fuca area, Salt Spring Island, Southern Gulf and small islands</p> <p>Maintain building permit files</p> <p>Maintain building permit records in Tempest</p>	<p>Process building permit applications for Malahat, Willis Point, Juan de Fuca area, Salt Spring Island, Southern Gulf and small islands</p> <p>Maintain building permit files</p>
Conduct Inspections Maintain Competency / Qualification Requirements that are now required by the <i>Building Act</i>	<p>Provide building inspector coverage in all offices</p> <p>Provide inspection services in all areas</p> <p>Provide building inspectors with information and access to training and development</p>	Adjust to meet service delivery needs, as required
Provide Information and Administrative Support	<p>Update building bylaw, policies and procedures</p> <p>Provide consultant services regarding planning and land use, sewer and water, fire suppression, etc.</p> <p>Provide cash handling, point of sale and reception point for CRD Building Inspection</p> <p>Issue and maintain house addressing for Juan de Fuca, Salt Spring Island and The Southern Gulf Islands</p>	Adjust to meet service delivery needs, as required

2.2 Workforce Considerations

Workforce (FTEs)					
Service	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Total Building Inspection staff (4 workplace locations)	9.7	9.7	9.7	9.7	9.7

No services or staffing level changes increase for 2019.

3 Divisional Initiatives & Budget Implications

Title & Estimated Completion Date	Description	Priority (if applicable)	Budget Implications
2019			
Building Bylaw Update	Amend current Building Bylaw to incorporate changes from the 2012 and 2019 BC Building Code	Climate Change Protective Services	Core budget

4 Goals & Performance Indicators

Indicator Name	2018 Planned	2018 Projected	2019 Planned
Ensure application of building regulations, codes and practices <ul style="list-style-type: none"> % of building inspections in compliance with current BC Building Code (100%) Conduct an average of 7 building inspections per day Permit Fee Revenue 	100%	100%	100%
Provide acceptable response time to customer service requests <ul style="list-style-type: none"> Permit processing time is less than 21 days 80% of the time Permit Fee Revenue as a % of Total Costs 	<21 days/80%	<21 days/80%	<21 days/80%
Provide information on building permit process, BC Building Code requirements and approved construction practices			

<ul style="list-style-type: none"> # of requests fulfilled per year for building inspection, transportation, demographic and/or development data* (18,675) ¹ 	18,675 ⁽¹⁾	22,440 ⁽²⁾	22,440 ⁽²⁾
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Note: ⁽¹⁾ This is based on an average of 25 requests per day per office.
⁽²⁾ This is based on an average of 30 requests per day per office.

Contact

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