

Permitting Services

MISSION STATEMENT

The mission of the Department of Permitting Services is to provide the highest quality of public service while ensuring compliance with Montgomery County's development and construction standards.

BUDGET OVERVIEW

The total approved FY09 Operating Budget for the Department of Permitting Services is \$29,628,520, an increase of \$2,584,310 or 9.6 percent from the FY08 Approved Budget of \$27,044,210. Personnel Costs comprise 79.7 percent of the budget for 220 full-time positions and one part-time position for 216.7 workyears. Operating Expenses and Capital Outlay account for the remaining 20.3 percent of the FY09 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **An Effective and Efficient Transportation Network**
- ❖ **A Responsive, Accountable County Government**
- ❖ **Vital Living for All of Our Residents**

PERFORMANCE MEASURES

This table presents the department's performance data estimates and projections from FY08 through FY10 if there are no changes in funding.

Measure	Actual FY06	Actual FY07	Estimated FY08	Approved FY09	Projected FY10
Percentage of Fast Track commercial permits with approved final inspection	82.2	67.6	67.6	67.6	67.6
Percentage of residential permits issued with approved final inspection	63.9	35.6	35.6	35.6	35.6
Percentage of commercial permits issued with approved final inspection	63.9	33.2	33.2	33.2	33.2
Average days to resolve complaints	15.1	12.6	12.9	13.7	12.0
Average days to respond to first complaint	5.2	3.2	3.3	4.0	2.0
Average days to issue Fast Track commercial permits	13.0	15.0	15.4	16.8	16.0
Average time to issue Fast Track residential permits (minutes)	72.2	55.5	60.0	60.0	60.0
Average days to issue commercial permits for addition	81.6	74.6	71.4	65.7	65.0
Average days to issue residential permits for addition	25.0	18.5	21.0	17.5	17.0
Average days to issue new construction commercial permits	214.9	227.2	240.4	253.0	225.0
Average days to issue new construction residential permits	184.5	161.8	145.1	124.4	140.0

ACCOMPLISHMENTS AND INITIATIVES

- ❖ **Fully implement the Green Buildings legislation to ensure non-residential buildings and multi-family residential buildings achieve design standards related to energy efficiency and environmental design.**
- ❖ **Implement a credit card payment option for department customers.**
- ❖ **Productivity Improvements**
 - **Digitized Federal Emergency Management Agency and County flood plain maps to improve the quality of technical reviews and analyses for development on properties located in the vicinity of flood plain areas.**
 - **Improved processes for drainage review to allow efficient flow of submitted plans from the Building Construction and Casework Management Divisions to the Land Development Division to review the drainage impact of the proposed improvements and ensure additional runoff is safely conveyed to the Public Right-of-Way.**
 - **Standardize the plan review process for the review, design and installation of commercial septic systems.**
 - **Implement a permitting, plan review, and inspection audit program.**

PROGRAM CONTACTS

Contact Alicia Thomas of the Department of Permitting Services at 240.777.6392 or Christopher Mullin of the Office of Management and Budget at 240.777.2772 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Land Development

The Land Development program is responsible for ensuring the protection of the County's water resources and the safety of residents through its engineering and inspection functions related to stormwater management, sediment control, floodplain management, well-and-septic systems approval, storm drain design, and work in the public right-of-way.

FY09 Changes

	Expenditures	WYs
FY08 Approved	6,680,690	59.5
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	605,920	0.0
FY09 Approved	7,286,610	59.5

Casework Management

The Casework Management program is responsible for educating the development community about the permitting process, assisting applicants with the intake and issuance of permits, keeping applicants informed of the status of their permits, and resolving issues that impede permitting efficiency. The program is also charged with the plan review and inspection of Maryland-National Capital Park and Planning site plans and enforcement of the County's Zoning Ordinance. Zoning enforcement is carried out by reviewing building applications for zoning compliance and investigating zoning complaints.

FY09 Changes

	Expenditures	WYs
FY08 Approved	7,206,790	76.1
Decrease Cost: Annualization of FY08 Lapsed Positions	-65,000	-0.5
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	597,270	0.0
FY09 Approved	7,739,060	75.6

Building Construction

The mission of the Division of Building Construction is to ensure public safety through effective enforcement of construction codes and standards. The Building Construction program is responsible for engineering plan review and construction inspection related to the administration and enforcement of building, structural, electrical, mechanical, fire-safety, energy conservation, and accessibility codes and standards. This program also provides public service in the form of educational seminars and preliminary construction-design consultations and participates in the development of national, State, and local building codes and standards. The program is also responsible for conducting damage assessments during natural and other disasters and incidents and provides assistance in disaster recovery efforts.

FY09 Changes

	Expenditures	WYs
FY08 Approved	7,594,020	65.5
Add: Green Building Ordinance Implementation	441,840	3.2
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	361,580	0.0
FY09 Approved	8,397,440	68.7

Administration

The Administration program provides policy development and leadership for all programs within the department. Staff specialists are responsible for a full range of administrative, financial, and budgetary tasks, including daily operations, automation, human resources management, management services, community outreach, and customer service.

FY09 Changes

	Expenditures	WYs
FY08 Approved	5,562,710	12.8
Add: Credit Card Acceptance Fees	569,010	0.0
Increase Cost: Additional cost to pre-fund retiree health insurance on the multi-year schedule	300,700	0.0
Increase Cost: Office Rent Increase	111,070	0.0
Increase Cost: Information Technology Maintenance Costs	86,900	0.0
Increase Cost: Finance-Controller Division Chargeback	12,120	0.1
Increase Cost: Master Lease Payment for Financed Hardware	9,230	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY08	-650,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	203,670	0.0
FY09 Approved	6,205,410	12.9

BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Approved FY09	% Chg Bud/App
PERMITTING SERVICES					
EXPENDITURES					
Salaries and Wages	14,867,870	15,969,230	15,777,780	17,263,350	8.1%
Employee Benefits	5,243,644	5,866,020	5,578,570	6,358,380	8.4%
Permitting Services Personnel Costs	20,111,514	21,835,250	21,356,350	23,621,730	8.2%
Operating Expenses	3,369,867	5,208,960	5,111,800	5,894,790	13.2%
Debt Service Other	51,909	0	0	0	—
Capital Outlay	64,368	0	86,440	112,000	—
Permitting Services Expenditures	23,597,658	27,044,210	26,554,590	29,628,520	9.6%
PERSONNEL					
Full-Time	213	216	216	220	1.9%
Part-Time	1	1	1	1	—
Workyears	215.5	213.9	213.9	216.7	1.3%
REVENUES					
Building Permits	12,404,141	12,184,690	9,913,910	9,893,450	-18.8%
Commercial Use & Occupancy Permits	272,001	216,850	274,590	274,020	26.4%
Electrical Contractors Licenses	191,218	228,770	164,150	163,810	-28.4%
Electrical Individual Licenses	291,444	347,820	235,620	235,130	-32.4%
Electrical Permits	1,800,787	2,258,120	2,199,230	2,194,690	-2.8%
Fire Code Enforcement Fees	542,942	500,580	397,530	396,710	-20.7%
Residential Fire Sprinkler Systems	261,387	265,280	210,170	209,740	-20.9%
Mechanical Inspection Fees	783,702	994,990	812,340	810,660	-18.5%
Grading/SD/Paving/Driveway Permits	1,711,965	2,068,550	1,780,620	2,201,510	6.4%
Sediment Control Permits	2,176,221	2,394,630	2,790,620	3,413,960	42.6%
Stormwater Management Concept Fees	241,192	313,090	194,980	243,610	-22.2%
Flood Plain Permits	13,770	17,250	13,270	17,080	-1.0%
Flood Plain Verification and Study Fees	37,504	54,790	25,190	30,190	-44.9%
Preliminary Water Quality Review	16,491	29,680	7,180	9,090	-69.4%
Final Water Quality Fee	11,125	9,110	6,490	9,700	6.5%
Well and Septic	417,454	328,100	284,150	360,210	9.8%
Scavenger (W&S)	9,807	1,840	3,790	3,780	105.4%
Site Plan Enforcement Surcharge	0	1,966,310	4,206,770	4,198,090	113.5%
Vendor Operations & Licensing Fee	36,287	34,300	20,800	20,760	-39.5%
Green Buildings Related Fee Increases	0	0	0	415,000	—
Sign Permits	128,448	165,510	80,760	80,590	-51.3%
Benefit Performances	2,860	3,850	2,960	2,950	-23.4%
Overtime Offset Fee	581,592	506,660	830,070	828,360	63.5%
Special Exception Fee	83,406	106,570	77,240	141,410	32.7%
Miscellaneous Licenses & Permits	11,909	0	0	0	—
Fee Realignment Increases	0	1,590,500	1,260,300	1,214,700	-23.6%
Drainage Bill Increases	0	705,830	0	0	—
Information Requests	50,865	56,120	40,850	40,770	-27.4%
Automation Surcharge	2,228,509	2,327,060	2,587,190	2,581,850	10.9%
Civil Penalties/Fines	121,522	153,950	88,250	88,070	-42.8%

	Actual FY07	Budget FY08	Estimated FY08	Approved FY09	% Chg Bud/App
Investment Income	718,564	543,300	648,700	680,900	25.3%
Miscellaneous	-9,900	0	0	0	—
Credit Card Fee Recovery	0	0	0	569,010	—
Permitting Services Revenues	25,137,213	30,374,100	29,157,720	31,329,800	3.1%

FY09 APPROVED CHANGES

	Expenditures	WYs
PERMITTING SERVICES		
FY08 ORIGINAL APPROPRIATION	27,044,210	213.9
Changes (with service impacts)		
Add: Credit Card Acceptance Fees [Administration]	569,010	0.0
Add: Green Building Ordinance Implementation [Building Construction]	441,840	3.2
Other Adjustments (with no service impacts)		
Increase Cost: General Wage and Service Increment Adjustment	1,224,680	0.0
Increase Cost: Additional cost to pre-fund retiree health insurance on the multi-year schedule [Administration]	300,700	0.0
Increase Cost: Group Insurance Adjustment	271,450	0.0
Increase Cost: Motor Pool Rate Adjustment	111,950	0.0
Increase Cost: Office Rent Increase [Administration]	111,070	0.0
Increase Cost: Information Technology Maintenance Costs [Administration]	86,900	0.0
Increase Cost: Proficiency Advancements	54,940	0.0
Increase Cost: Retirement Adjustment	50,180	0.0
Increase Cost: Risk Management Adjustment	46,800	0.0
Increase Cost: Labor Contracts - Other	18,800	0.0
Increase Cost: Finance-Controller Division Chargeback [Administration]	12,120	0.1
Increase Cost: Printing and Mail Adjustments	10,660	0.0
Increase Cost: Master Lease Payment for Financed Hardware [Administration]	9,230	0.0
Increase Cost: Central Duplicating Deficit Recovery Charge	3,140	0.0
Increase Cost: Occupational Medical Services (OMS) Adjustment	240	0.0
Decrease Cost: Annualization of FY08 Personnel Costs	-24,400	0.0
Decrease Cost: Annualization of FY08 Lapsed Positions [Casework Management]	-65,000	-0.5
Decrease Cost: Elimination of One-Time Items Approved in FY08 [Administration]	-650,000	0.0
FY09 APPROVED:	29,628,520	216.7

PROGRAM SUMMARY

	FY08 Approved		FY09 Approved	
	Expenditures	WYs	Expenditures	WYs
Land Development	6,680,690	59.5	7,286,610	59.5
Casework Management	7,206,790	76.1	7,739,060	75.6
Building Construction	7,594,020	65.5	8,397,440	68.7
Administration	5,562,710	12.8	6,205,410	12.9
Totals	27,044,210	213.9	29,628,520	216.7

ANNUALIZATION OF PERSONNEL COSTS AND WORKYEARS

	FY09 Approved		FY10 Annualized	
	Expenditures	WYs	Expenditures	WYs
Add: Green Building Ordinance Implementation [Building Construction]	243,710	3.2	304,630	4.0
Total	243,710	3.2	304,630	4.0