

COMMUNITY DEVELOPMENT AGENCY  
**BUILDING AND SAFETY DIVISION**

Brian C. Crawford  
DIRECTOR

February 24, 2015

William Kelley, CBO  
DEPUTY DIRECTOR

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**SUBJECT:** Request from CDA Building and Safety Division to add one (1) Building Plans Examiner position as part of an internal reorganization to support more responsive plan review services; and add one (1) Building Inspector position to reduce inspection delays

Dear Supervisors,

**RECOMMENDATION:**

Approve the addition of one (1.0 FTE) Building Plans Examiner position to be filled through departmental promotion and one (1.0 FTE) Building Inspector position to be filled through open recruitment.

**SUMMARY:**

Since 2012 CDA Building and Safety has employed two (2) full-time Building Plans Examiner positions who provide counter review for our Express Permitting program which represents 29% of annual applications requiring plan review. These positions also perform Fast-Track plan reviews for less complex projects not requiring engineering review, comprising 43% of annual applications requiring plan review.

During this period CDA, DPW Land Development and County Fire collaborated to provide Express Permitting services to our customers two mornings each week with the goal of achieving same-day issuance of permits. To date, more than 800 minor improvement permits, including rooftop solar installations, have been processed under this program. Our Fast-Track program has operated with 75% attainment of the two-week review target. Staff is requesting one additional Building Plans Examiner position to expand the Express Permitting program to four mornings each week and reduce Fast-Track plan reviews to one week. Approximately seventy-two percent of permit applicants whose projects require plan review are anticipated to benefit with this additional Building Plans Examiner position. Creating an additional Building Plans Examiner position is consistent with the Regulatory Improvements Advisory Committee recommendations accepted by your Board in September, 2014.

In 2007, six full-time employees, including four full-time Building Inspectors, responded to 16,316 inspection requests spread over four geographic inspector territories. The number of full-time inspectors was reduced to three during the recession. In 2014, with three full-time inspectors, each inspector has attempted to provide a similar level of inspections distributed over three geographic inspector

territories. Because annual permit application activity is now approaching pre-recession levels, it is common for our customers to experience delays to inspection requests for several days. Staff is requesting one additional regular hire Building Inspector position to support reducing inspector drive time and respond to inspection requests within two days.

Due to the cyclical nature of construction, we are also evaluating third party overflow plan review and inspection services to help meet occasional increases in service requests. Staff is consulting with the Human Resources department and the labor unions.

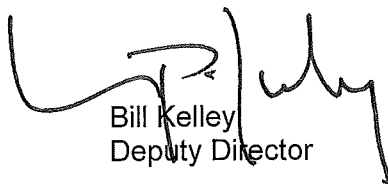
**FISCAL/STAFFING IMPACT:**

Approving this request will result in two (2.0 FTE) additional positions to our annual staffing allocation, as well as a maximum yearly impact to the Building & Safety annual budget of approximately \$310,677. Funds are available in the Building and Safety Division's Fund 20800. There is no impact to the General Fund.

**REVIEWED BY: (These boxes must be checked)**


- Department of Finance                     N/A
- County Counsel                                 N/A
- Human Resources                                 N/A

**SIGNATURE:**



Bill Kelley  
Deputy Director

**Reviewed by:**



Brian C. Crawford  
Director