

# PUBLIC SAFETY FUNCTION

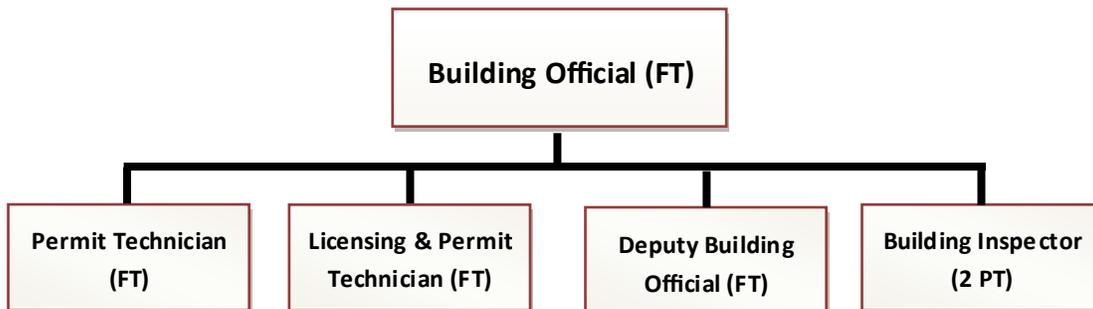
## Building Department

### Director's Background

R. Harold Law, Jr.

Director Law has 36 years of experience as a building official/inspector in three states, within various municipalities. He obtained certification in 1985 as a Building Official and in 1992 as a Certified General Contractor. He earned an Associate's in Science Degree in Architecture from Walter State College in 1979, and a Bachelor's of Science Degree in Business Administration from Tusculum College in 1987.

### BUILDING DEPARTMENT Organizational Chart



FT = Full - Time   PT = Part - Time

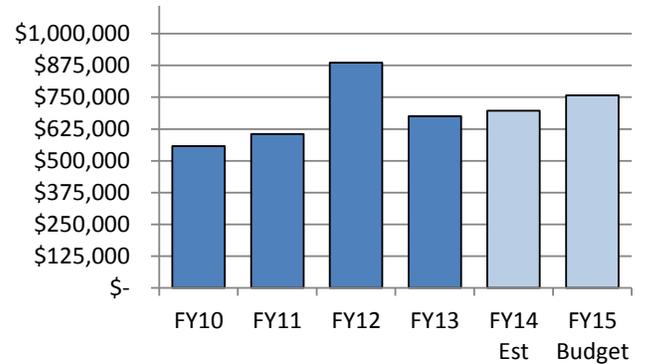
## Building Department Special Revenue Fund

### DEPARTMENT FUNCTION

To build a safe, sustainable and resilient community, consistent with the Sanibel Plan through the enforcement of all Building Codes to ensure that all city requirements have been met and plans reviewed to ensure they comply with State and Federal Standards.

The Department works in conjunction with the Contractor Review Board which issues contractor licenses, reviews cases and hears complaints against contractors. The Board makes recommendations to the Department of Business and Professional Regulations for penalties on State-Certified Contractors. The Board also imposes fines/penalties or suspends permitting privileges for locally licensed individuals. The Contractor Review Board issued 23 contractor licenses in 2014.

### Departmental Expenditures



### EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- A concerted effort is needed to inform the citizens of dangers by not using licensed contractors through awareness and education on how to hire properly licensed contractors. With the proper use of licensed contractors the citizen can be protected from:
  - dangerous non-code compliant work
  - Injury and insurance liability
  - monetary loss
  - prevention of violating Florida state laws
- Education on Codes, Administration and Legal aspects are always needed to maintain the high standard that the City has become accustomed to from the Building Department.

Developing training for 58 Structural Safety Inspectors and coordinating mock drills to prepare for a disaster using the latest technical advances available to the City.

### ACCOMPLISHMENTS

- Completed our 3 year review with the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program Community Rating System (NFIP-CRS).
- Learning all new computer programs
- Adjusted staffing levels to be consistent with the economic climate on Sanibel and made budget adjustments to reflect climate
- Coordinated all paper work and applications for the Contractor Review Board
- Continued to improve service to the contractors and the community in the remodeling of the structures.
- The department has worked to build a strong, cohesive unit of highly trained professionals who are posed to address future events and concerns caused by the economy of the City.
- Work to gain Code Compliance through meeting with concerned parties to understand their discrepancies in the department before taking complaints to the Contractor Review Board.

## DEPARTMENT OBJECTIVES

### To Support Council Goals:

- Strengthen the Economic Health and Vitality of the City
- Promote water quality

### To Support Departmental Objectives:

- To maintain active job site erosion control monitoring
- To reduce paper in the work place transitioning to the cloud which takes a greater skill level

## PERFORMANCE INDICATORS

Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015
To maintain a reduced balance of permit fees received and the associated costs of enforcing the Florida Building Code.	Completed	Completed	Completed	Completed

## RESPONSIBILITIES

- Pre-construction – Prior to commencement of construction, the Building Department must confirm that all city requirements have been met. The plans for construction must be reviewed to comply with the standards of the family of Florida Codes, (Building, Electric, Mechanical, Plumbing and Fuel Gas) along with compliance of Florida Department of Environmental Protection and Federal Emergency Management Agencies as well as the National Flood Insurance Program.
- Construction – During the active construction phase the Building Department is responsible for receiving requests for inspections, distributing printed requests to proper departments for all departmental inspections within the city involved in construction; as well as the building inspectors in the Building Department. The inspectors are then charged with completing necessary inspections, notifying the permit holder of any inadequacies found on the job site during everyday inspection requests. At the close of the project, the Building Department is responsible for checking that all other city department requirements have been satisfied, before a Certificate of Occupancy or Completion is issued.
- Contractor Licensing –The Contractor Review Board was established in 2005. The Board reviews cases, along with hearing complaints. The Board may then make recommendations to the Department of Business and Professional Regulations for penalties on State Certified Contractors or impose fines or penalties for locally licensed individuals, as well as suspension of permitting privileges.

## TREND ANALYSIS

### Key Observations:

- Construction industry is at a normal pace and is now beginning to improve with work requested
- The inspections requested are requiring existing staff to work more efficiently

