

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT- 168

MISSION AND SERVICES

Mission - The Department of Permitting, Inspections and Enforcement (DPIE) promotes economic development and redevelopment in Prince George's County and protects the health and safety of County residents, businesses and visitors through highly integrated and efficient permitting, inspection and licensing services that ensure compliance with established building codes and property standards.

Core Services -

- Evaluate approved plans for new construction and alteration of residential and commercial buildings
- Inspect existing residential and commercial properties to enforce compliance with County property standards, zoning requirements and building codes
- Issue licenses for various business activities regulated under applicable County and other codes

Strategic Focus in FY 2017 -

- Replace outdated ePermits system with a comprehensive electronic permitting system that integrates permit processing, plan review, inspections and licensing functions
- Reduce backlog of service requests by enhancing cross-training for inspectors
- Co-locate all permitting functions in one location to facilitate efficient customer service
- Obtain authority to conduct administrative hearings to adjudicate citations regarding property and construction standards violations and fines
- Reduce the amount of time between permit application and issuance (including plan review and permit processing) for new Building and Site/Road development projects
- Expand on-line permitting and licensing applications

FY 2017 BUDGET SUMMARY

GENERAL FUNDS

The FY 2017 approved General Fund budget for the Department of Permitting, Inspections and Enforcement is \$8,518,700, an increase of \$952,700 or 12.6% over the FY 2016 approved budget.

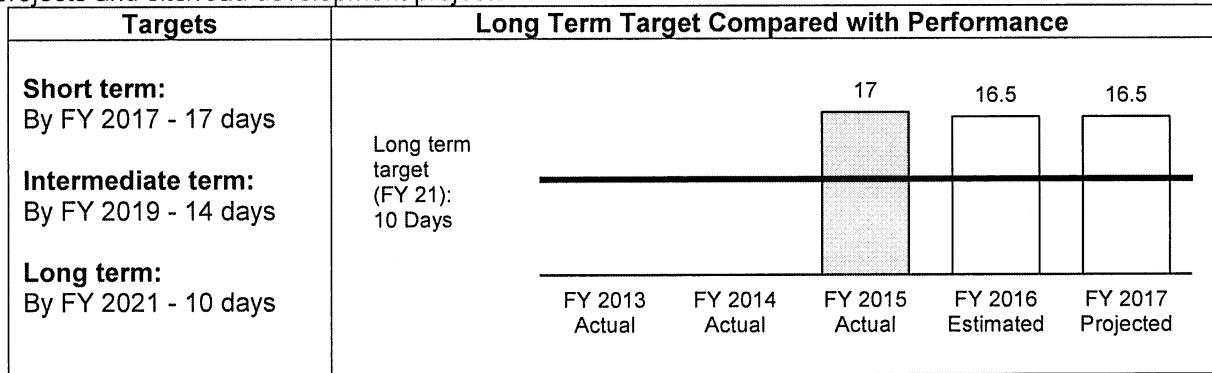
Budgetary Changes -

FY 2016 APPROVED BUDGET	\$7,566,000
Increase in operating contracts to support the replacement of the ePermits System and Clean Lot contracts	\$1,187,000
Increase in compensation due to FY 2017 salary requirements including funding for vacant positions	\$1,101,400
Increase in fringe benefits based on rate change from 33.8% to 34.2%	\$448,700
Increase in operating contracts to support the creation of the Enforcement Administrative Hearing Program	\$224,000
Increase in office automation charges	\$113,700
Increase in compensation for staffing for the creation of the Enforcement Administrative Hearing Program	\$94,500
Increase in fringe for creation of the Enforcement Administrative Hearing Program	\$31,500
Net decrease in other operating primarily due to office and operating equipment non capital	(\$141,300)
Increase in recoveries to align with recoverable expenditures from the Solid Waste Management Enterprise Fund and Storm Water Management Enterprise Funds	(\$2,106,800)
FY 2017 APPROVED BUDGET	\$8,518,700

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide for site, road and building sustainability services for new construction and alteration of residential and commercial buildings.

Objective 1.1 - Reduce the average amount of time to review permit applications for new building projects and site/road development projects.



Trend and Analysis -

DPIE's Permitting and Licensing Division is responsible for the administration of the County's permitting functions, including permit application review and issuance relating to new construction, alterations and additions. Plan reviews are performed by the Building Plan Review and the Site/Road Plan Review divisions. The County's legacy permitting system collects only enough information to measure the time between permit application and issuance. It does not provide the ability to track intermediate steps associated with plan screening, review and revision. DPIE expects to implement a fully-integrated permitting/licensing processing system to replace the current system in the near future. This new system will collect the necessary data to track permit processing, plan review and inspection times, while providing greater accountability and transparency.

**DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT - 168**

GENERAL FUND

Performance Measures -

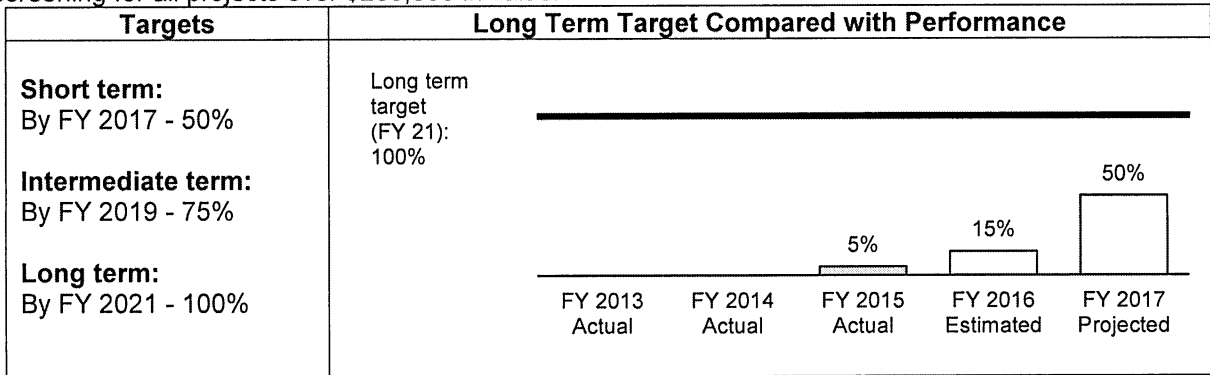
Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of site/road plan reviewers		25	25	24	27
Number of outside individuals certified for Peer Review Program - Site/Road		11	12	13	14
Number of outside individuals certified for Third-Party Plan Review - Site/Road		0	0	0	0
Number of outside individuals certified for Peer Review Program - Building		35	35	43	45
Number of outside individuals certified for Third-Party Plan Review - Building		1	1	7	10
Number building plan reviewers		27	25	22	30
Workload, Demand and Production (output)					
Number of site/road plan applications submitted			2,702	3,075	3,200
Number of site/road plans reviewed (by cycle) by plan reviewers			23,475	27,000	30,000
Number of site/road permits issued			1,385	1,833	2,000
Number of building plan applications submitted		29,998	40,221	42,000	44,000
Number of building plan applications reviewed (by cycle)		30,493	37,100	39,000	41,000
Number of building plan permits issued		4,985	10,898	13,700	16,000
Efficiency					
Average number of Site/Road District/Utility/NPDES plans and permits reviewed per site/road plan review staff			939	1,125	1,111
Average number of building plan reviews completed per building plan review staff		1,129	1,484	1,773	1,367
Quality					
Average time (days) for DPIE building plan review			18	18	18
Average time (days) for DPIE site/road plan review			16	15	15
Average time (days) for DPIE to review permit applications for new building projects and side/road development projects			17	16.5	16.5
Impact (outcome)					
Reported value of site/road construction approved (in millions)			\$33.80	\$60.00	\$70.00
Reported value of building construction for approved plans (in millions)			\$1,020	\$1,143	\$1,200

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Establish the capability to track the time associated with the sequential steps involved in processing permit applications, reviewing customer plans, issuing permits, performing inspections and issuing Use and Occupancy permits through implementation of a new enterprise system
- **Strategy 1.1.2** - Use detailed tracking of permitting/licensing process, plan review and inspection services to identify impediments in achieving timely provision of these functions and develop methods to reduce the turnaround time for permit issuance through implementation of a new enterprise system

- **Strategy 1.1.3** - Provide training and cross-training of permit processing, licensing and cashier staffs to facilitate more adequate and flexible coverage at the Permit Counter, Licensing Center and Cashier's Office, and improve customer service
- **Strategy 1.1.4** - Continue to enhance technology to include the capabilities for online permitting and plan review for a broader array of permit types

Objective 1.2 - Improve the quality of permit applications submitted for review by performing plan screening for all projects over \$200,000 in value.



Trend and Analysis -

The pre-screening of plans submitted for review was initiated with the creation of DPIE. The purpose of pre-screening is to ensure that plan packages are complete prior to beginning the plan review process. This reduces the turnaround time for plan review because the review process is not started, only to be stopped for incomplete plans to be sent back to the applicant for completion.

**DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT - 168**

GENERAL FUND

Performance Measures -

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of site/road plan reviewers		25	25	24	27
Number of outside individuals certified for Peer Review Program - Site/Road		11	12	13	14
Number of outside individuals certified for Third-Party Plan Review - Site/Road		1	1	7	10
Number of outside individuals certified for Peer Review Program - Building		35	35	43	45
Total building plan reviewers		27	25	22	30
Workload, Demand and Production (output)					
Number of site/road plan applications submitted			2,702	3,075	3,200
Number of site/road plans reviewed (by cycle) by plan reviewers			23,475	27,000	30,000
Number of site/road permits issued			1,385	1,833	2,000
Number of building plan applications submitted		29,998	40,221	42,000	44,000
Number of building plan applications reviewed (by cycle)		30,493	37,100	39,000	41,000
Number of building plan permits issued		4,985	10,898	13,700	16,000
Efficiency					
Average number of Site/Road District/Utility/NPDES Plans & Permits reviewed per Site/Road plan review staff			939	1,125	1,111
Average number of building plan reviews completed per Building plan review staff		1,129	1,484	1,773	1,367
Quality					
Percent of Building Plan Review Division staff that received training			16	60	75
Percent of Site/Road Plan Review Division staff that received training			87	90	95
Average number of cycles for building plan review			3	3	3
Average number of cycles for site/road plan review			4	4	4
Percent of building plans screened			5%	15%	50%
Percent of site/road plans screened			100%	100%	100%
Impact (outcome)					
Average number of days from building permit application to issuance			100	85	70
Average number of days from site/road permit application to issuance			200	100	80

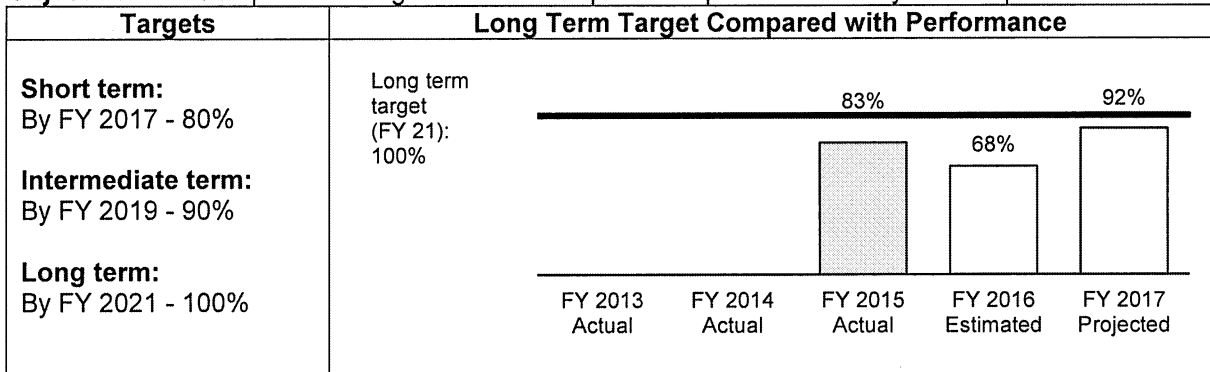
Strategies to Accomplish the Objective -

- **Strategy 1.2.1** - Provide educational opportunities regarding permitting requirements to the design community in order to reduce the number of incomplete plan submissions and the number of revisions required during plan review
- **Strategy 1.2.2** - Update plan set checklists for building and site/road plans and make available to applicants through checklist forms and placing them on the DPIE website
- **Strategy 1.2.3** - Promote expanded use of the agency's Peer Review Program for permit applicants
- **Strategy 1.2.4** - Promote expanded use of the agency's Third-Party Plan Review Program for major commercial permit applicants

**DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT - 168**

GENERAL FUND

Objective 1.3 - Complete building and site development inspections one day after requested.



Trend and Analysis -

The Inspections Division combines the resources of the Building Inspections and Site/Road Inspections divisions. By providing greater training/cross-training opportunities, the division will be better able to deploy inspectors to where the workload is in terms of geographic location and type of inspection. This will enhance the Division's ability to schedule and perform requested inspections within a day of request, and also address unscheduled inspections related to damaged structures.

Performance Measures -

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Total number of inspectors			56	44	61
Workload, Demand and Production (output)					
Number of Building inspections performed			59,658	65,000	70,000
Number of Site/Road inspections performed			31,099	32,500	35,000
Number of inspections due to complaints			1,388	1,000	550
Number of rescheduled inspections			14,497	15,000	17,000
Total number of inspections conducted			126,795	135,000	147,000
Number of violations issued			524	500	500
Efficiency					
Average number of inspections per inspector			2,264	3,068	2,410
Quality					
Average number of days to conduct an inspection after requested			1	3	2
Percent of building and site development inspections completed one day after requested			83%	68%	92%
Impact (outcome)					
Percent of customers satisfied with their inspections			2.08	2.3	2.45

Strategies to Accomplish the Objective -

- **Strategy 1.3.1** - Provide full integration of the inspections function with DPIE's planned enterprise system for permitting and licensing processing and plan review to enable tracking of these functions and provide a basis for holding inspectors and their supervisors accountable for their performance
- **Strategy 1.3.2** - Provide inspectors with cross-training to enable them to perform across disciplines (i.e., structural, electrical, mechanical, fire/life safety, etc.)

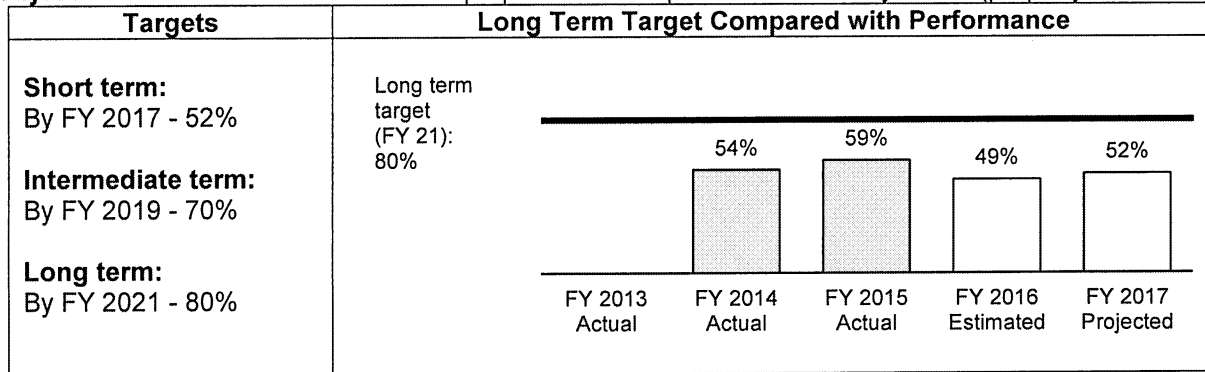
**DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT - 168**

GENERAL FUND

Strategy 1.3.3 - Provide all inspectors with mobile computing capabilities through appropriate software and hardware to enable remote data entry, plan retrieval, image capturing and issuance of violation notices

GOAL 2 - To provide for sustainability of existing residential and commercial properties through inspection and enforcement to ensure properties in the County comply with established regulations.

Objective 2.1 - Increase the number of properties in compliance with County codes (property standards).



Trend and Analysis -

The Division of Enforcement is responsible for inspecting both residential and commercial properties to ensure compliance with applicable property standard codes, zoning ordinances, and to reduce instances of blight, which undermine property values and safety. It is the intent of the Enforcement Division to re-inspect all properties/cases found to be in violation of County Code within 30 days of the compliance date. Cases found not to be in compliance with County Code will be escalated for further action (sent to Office of Law, create a tax lien, etc.) within 60 days of their compliance date.

Performance Measures -

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of code enforcement inspectors		46	55	59	65
Workload, Demand and Production (output)					
Number of inspections		84,223	86,795	95,000	120,000
Number of violation notices issued		21,820	26,920	25,507	27,710
Number of re-inspections		27,078	25,590	24,038	25,960
Percent of violation notices found to be in compliance upon reinspection		54	59	60	62
Efficiency					
Average number of inspections and re-inspections per inspector		2,420	2,043	2,018	2,246
Quality					
Average number of days to complete an inspection after receipt of request (estimated)			30	30	30
Number of 3-1-1 complaints open or in-progress		1,200	307	300	275
Impact (outcome)					
Percent of total re-inspection cases found in compliance		54%	59%	49%	52%

Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Provide property standards inspectors with training/cross-training and applicable certification opportunities to enable them to effectively perform their functions and work across disciplines (i.e., residential, commercial and zoning)
- **Strategy 2.1.2** - Provide property standards inspectors with mobile computing capability that enables remote data entry, plan retrieval, image capture and violation notice issuance

GOAL 3 - To provide for the timely issuance of licenses in compliance with the County Code.

Objective 3.1 - Process license applications within one day.

Targets	Long Term Target Compared with Performance
Short term: By FY 2017 - 65%	New for FY 2017
Intermediate term: By FY 2019 - 75%	
Long term: By FY 2021 - 85%	

Trend and Analysis –

The Licensing Unit integrates the licensing process with the ePermits system for license processing, tracking and payment; the Govolution system for credit card payment, and ID Works for prompt issuance of identification cards.

Performance Measures -

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2105 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of business license staff			5	4	5
Workload, Demand and Production (output)					
Number of business license applications accepted			2,206	2,688	2,800
Number of health license permit applications accepted			8,765	9,651	11,000
Number of business licenses issued			2,209	2,610	2,900
Number of health license permits issued			8,765	8,940	9,100
Efficiency					
Number of license/permit applications reviewed per reviewer			2,194	3,085	2,760
Quality					
Average number of days to issue a license/permit			2	1	1
Percent of licenses issued issued in one day					
Impact (outcome)					
Number of closed businesses for lack of valid license/permit					

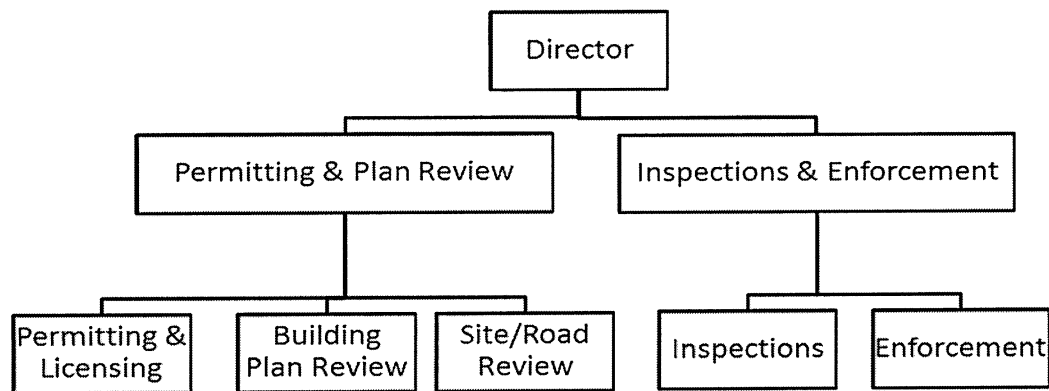
Strategies to Accomplish the Objective -

- **Strategy 3.1.1** - Cross-train Licensing Section staffs from business and health licensing units to become more flexible in performing licensing and cashier duties, as well as permit processing duties
- **Strategy 3.1.2** - Enhance ePermits system to allow on-line application, issuance, and payment of most business licenses
- **Strategy 3.1.3** - Continue the integration of the licensing and permitting functions with the planned enterprise system

FY 2016 KEY ACCOMPLISHMENTS

- Implemented a revised Fee Schedule for permits and licenses and incorporated the regional Building Valuation Data calculations; including a 5% Technology Fee to offset the cost of required information technology systems.
- Secured legislation to implement the 2015 editions of the International Building Code, International Mechanical Code, International Energy Conservation Code, International Residential Code for One- and Two-Family dwellings, and expanded Third-Party Plan Review Program to include the review and approval of Fire Sprinkler/Suppression and Fire Alarm systems to expedite reviews per CB-90-2015; and secured adoption of the 2014 edition of the National Electric Code per CB-91-2015.
- Reduced process times for key functions in the areas of permitting, licensing and plan review by a minimum of 50% by streamlining online ePlan system for processing of project plans, including a reduction in processing time for Solar Panel permits from 17 to 3 business days; system expansion to include Mechanical Trades permits; and establishing online applications for Food Service Facility permits, Single-Family Rental Licensing, and Indoor/Outdoor Pool and Spa renewals.
- Expanded Enforcement activities per mandated County legislation to ensure Code compliance regarding Hotel/Motel Registration, Food Truck Hub facilities, Tobacco Shop Enforcement, Litter Enforcement, Illegal Sign Enforcement, Illegal Rental Property Enforcement and Convenience Store inspections.

ORGANIZATIONAL CHART



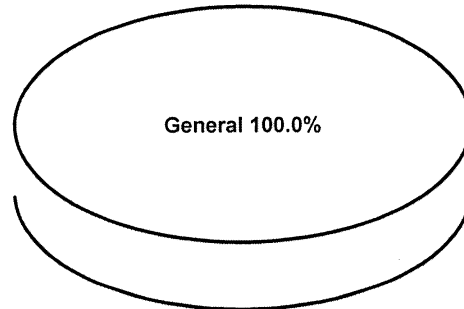
PERMITTING, INSPECTIONS & ENFORCEMENT - 68

FUNDS SUMMARY

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
TOTAL EXPENDITURES	\$ 8,350,682	\$ 7,566,000	\$ 7,841,540	\$ 8,518,700	12.6%
EXPENDITURE DETAIL					
Director's Office	2,330,229	2,954,800	2,682,140	2,686,300	-9.1%
Permitting And Licensing	3,594,976	3,200,100	3,326,500	4,353,400	36%
Site/road Plan Review	3,382,144	3,158,500	3,395,800	3,759,700	19%
Building Plan Review	3,223,506	2,628,300	3,305,200	3,530,000	34.3%
Inspections	5,672,070	6,459,800	5,417,800	5,942,900	-8%
Enforcement	6,788,876	6,163,000	6,712,600	7,351,700	19.3%
Recoveries	(16,641,119)	(16,998,500)	(16,998,500)	(19,105,300)	12.4%
TOTAL	\$ 8,350,682	\$ 7,566,000	\$ 7,841,540	\$ 8,518,700	12.6%
SOURCES OF FUNDS					
General Fund	\$ 8,350,682	\$ 7,566,000	\$ 7,841,540	\$ 8,518,700	12.6%
Other County Operating Funds:					
TOTAL	\$ 8,350,682	\$ 7,566,000	\$ 7,841,540	\$ 8,518,700	12.6%

FY2017 SOURCES OF FUNDS

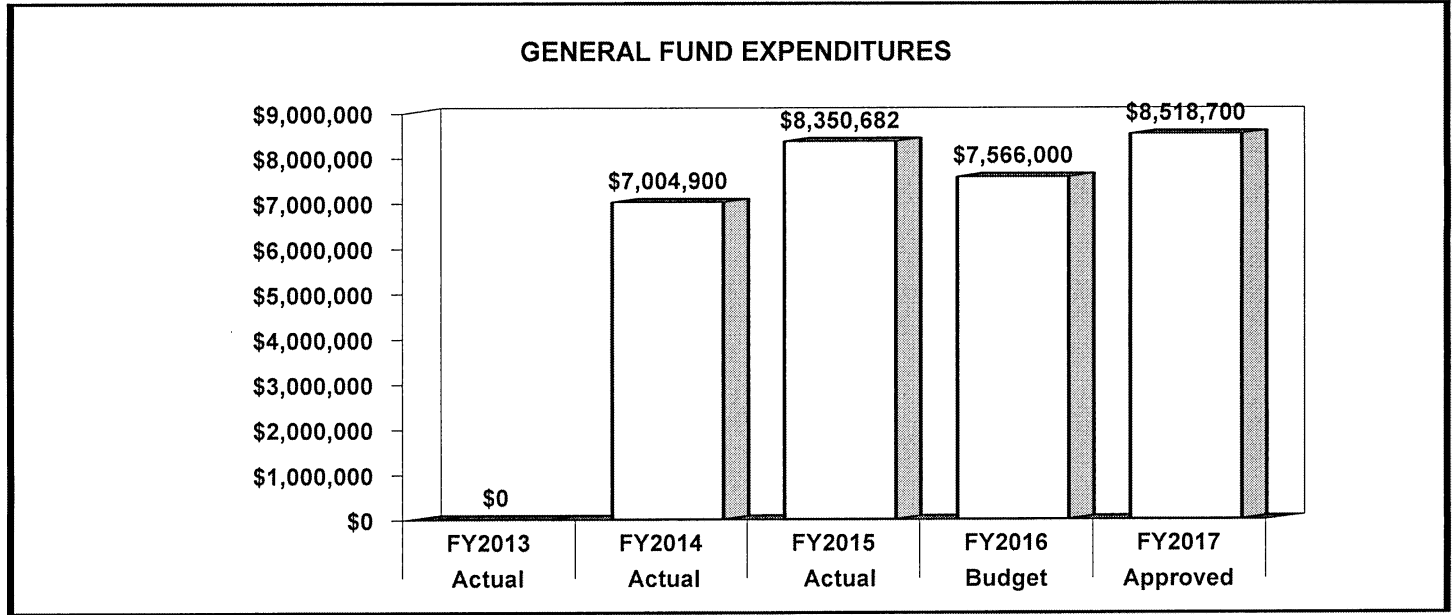
This agency's funding is derived solely from the County's General Fund and partially recoverable from the Stormwater Management Fund and Solid Waste Management Fund.



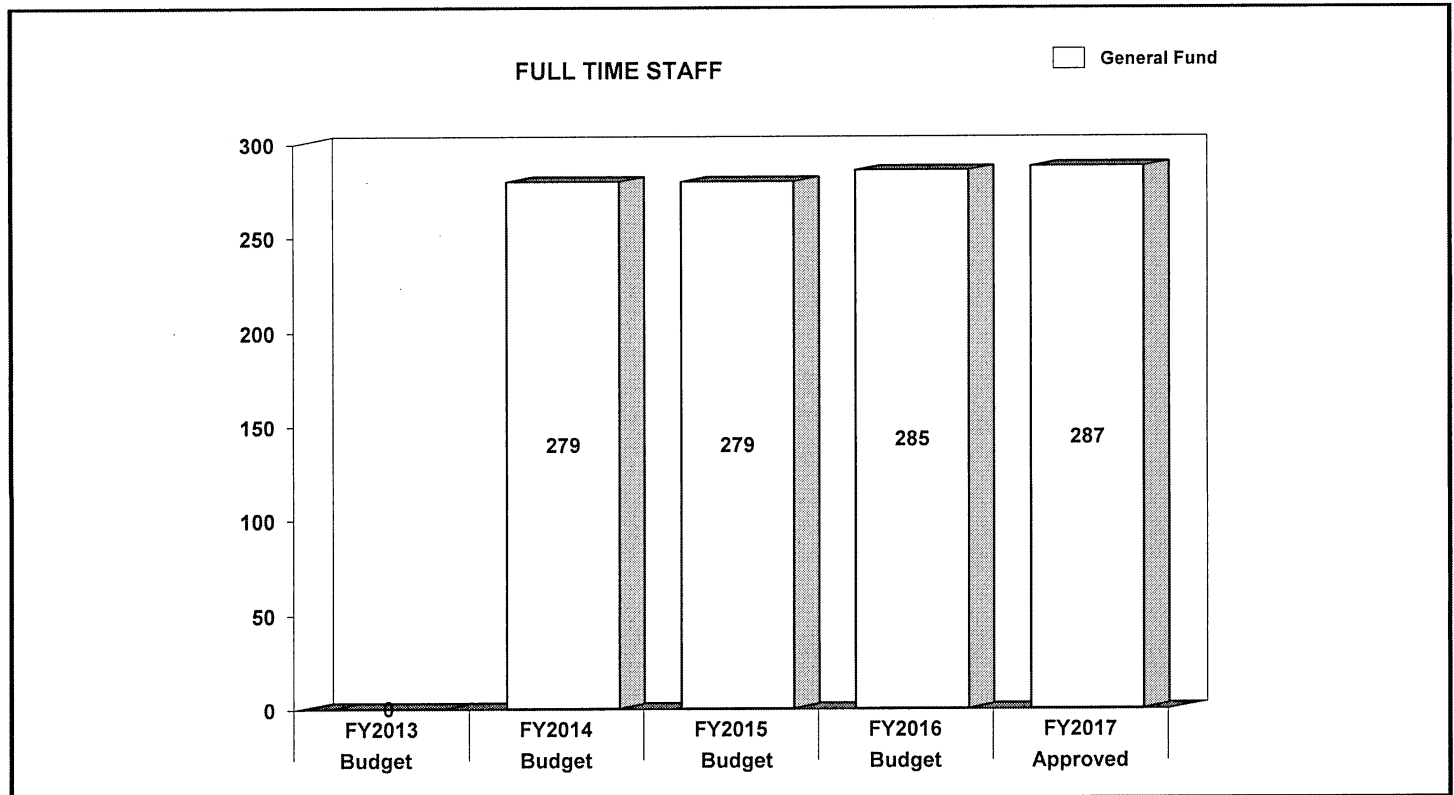
STAFF SUMMARY

	FY2015 BUDGET	FY2016 BUDGET	FY2017 APPROVED	CHANGE FY16-FY17
GENERAL FUND STAFF				
Full Time - Civilian	279	285	287	2
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	279	285	287	2
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Account Clerks	2	0	0
Administrative Aides	31	0	0
Administrative Specialists	5	0	0
Budget Analysts	3	0	0
Construction Enforcement Officers	3	0	0
Deputies	2	0	0
Engineering Technicians	14	0	0
Engineers	52	0	0
Environmental Sanitary Inspectors	5	0	0
General Clerks	9	0	0
Permit Specialists	15	0	0
Permit Supervisors	6	0	0
Personnel Analysts	3	0	0
Property Standard Enforcement Officers	4	0	0
Property Standard Inspectors	59	0	0
Public Service Aides	2	0	0
Realty Specialists	2	0	0
Other	5	0	0
Associate Directors	6	0	0
Construction Standard Inspectors	58	0	0
Director	1	0	0
TOTAL	287	0	0



The agency's expenditures increased 19.2% from FY 2014 to FY 2015. This increase was primarily driven by compensation and fringe benefit costs. The FY 2017 approved budget is 12.6% more than FY 2016 budget due to the replacement of the ePermits System and Administrative Hearing Program.



The agency's staff represents the transfer of existing positions from the Department of the Environment, Department of Public Works & Transportation, and Health Department. Authorized staffing complement increased by six positions from FY 2014 to FY 2016. FY 2017 staffing increases by two positions due to Administrative Hearing Program.

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

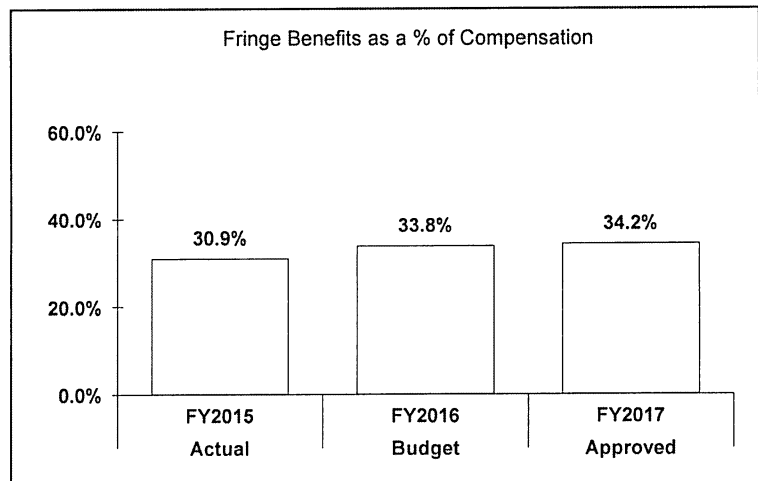
	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 16,983,588	\$ 15,967,700	\$ 16,169,300	\$ 17,163,600	7.5%
Fringe Benefits	5,249,730	5,389,600	5,463,530	5,869,800	8.9%
Operating Expenses	2,758,483	3,207,200	3,207,210	4,590,600	43.1%
Capital Outlay	0	0	0	0	0%
	\$ 24,991,801	\$ 24,564,500	\$ 24,840,040	\$ 27,624,000	12.5%
Recoveries	(16,641,119)	(16,998,500)	(16,998,500)	(19,105,300)	12.4%
TOTAL	\$ 8,350,682	\$ 7,566,000	\$ 7,841,540	\$ 8,518,700	12.6%
STAFF					
Full Time - Civilian	-	285	-	287	0.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2017, compensation expenditures increase 7.5% over the FY 2016 budget due to FY 2017 salary requirements, funding for vacant positions and the Administrative Hearing Program. Compensation costs includes funding for 274 out of 285 full-time/part-time employees. Fringe benefit expenditures increase 8.9% over the FY 2016 budget to reflect anticipated changes in benefit costs.

In FY 2017, operating expenditures increase 43.1% over the FY 2016 budget due to the replacement of ePermits System, Clean Lot contracts and the creation of the Administrative Hearing Program. Operating expenses reflect funding for permitting and licensing, site/road plan review, building plan review, inspections and enforcement.

In FY 2017, recoveries increase 12.4% over the FY 2016 budget due to an increase in recoverable expenditures from the Solid Waste Enterprise Fund and Storm Water Management Enterprise Fund.

MAJOR OPERATING EXPENDITURES FY2017	
Operational Contracts	\$ 2,362,800
Office Automation	\$ 1,026,700
Vehicle and Heavy Equip Main.	\$ 433,900
Equipment Lease	\$ 176,200
Vehicle-Gas and Oil	\$ 150,000



DIRECTOR'S OFFICE - 01

The Director's Office is responsible for the direction, planning, implementation and administration of services provided by the agency's five operating divisions which include the Division of Permitting and Licensing, Division of Site/Road Plan Review, Division of Building Plan Review, Division of Inspections and Division of Enforcement. The Director works collaboratively with utility companies, State Highway Administration, Maryland National Capital Park and Planning Commission (M-NCPPC) and other government agencies to address interagency concerns.

The Office of the Director consists of 22 full-time positions, including the director, two deputy directors, clerical staff, a public relations unit, quality assurance and control unit and legal unit composed of staff delegated to DPIE by the Office of Law. The Administrative Services Division includes an associate director to manage the functions of budget/finance, information technology, human resources, and Boards and Commissions units.

Division Summary:

In FY 2017, compensation decreases 7.9% under the FY 2016 budget due to changes in staffing complement. Fringe benefits decrease 10.9% under the FY 2016 budget to reflect actual costs. Operating expenses decrease 13.2% under FY 2016 primarily due to reductions in general office supplies. Recoveries decrease 9.1% under FY 2016 due to decrease in recoverable expenditures from the Solid Waste Enterprise Fund and Storm Water Management Enterprise Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 1,800,953	\$ 2,008,100	\$ 1,806,300	\$ 1,848,800	-7.9%
Fringe Benefits	524,009	681,400	610,530	607,100	-10.9%
Operating Expenses	5,267	265,300	265,310	230,400	-13.2%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,330,229	\$ 2,954,800	\$ 2,682,140	\$ 2,686,300	-9.1%
Recoveries	(1,143,693)	(1,183,300)	(1,183,300)	(1,075,900)	-9.1%
TOTAL	\$ 1,186,536	\$ 1,771,500	\$ 1,498,840	\$ 1,610,400	-9.1%
STAFF					
Full Time - Civilian	-	22	-	22	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

PERMITTING AND LICENSING - 02

This division is comprised of four sections: Permits Administration Section, Special Services (Homeowners and Mega Projects) Suite, Business Licensing Center and Cashier's Office for a total of 44 full-time employees.

The Permits Administration Section is responsible for core the services of the agency such as application processing, plan intake and distribution, telephone coverage, records management, permit renewals, responses to public information requests, dissemination of accurate information and permit issuance. The adopted building code and the State of Maryland require that all permit records, including all paperwork and plans, must be archived in accordance with the State's regulations for file retention. The agency has purchased an application, called ProjectDox, which is expected to decrease some of the need for paper files. In order to enhance customer service by shortening the time that it takes for the agency to perform a permit issuance, a controlled point of entry is established and intake personnel will be cross-trained for all aspects of permit applications and submittals.

The Special Services Suite was established to fast track permit processing for major projects that will enhance economic growth in the County and provide support for homeowners with smaller projects. This unit will coordinate meetings with customers and the appropriate reviewing disciplines.

The Cashier's Office accepts cash and check payments from customers paying for business licenses and all permit types, ensuring County policies and procedures are adhered to for revenue intake.

Division Summary:

In FY 2017, compensation increases 1.9% over the FY 2016 budget due to salary requirements and funding for vacant positions. Fringe benefits increase 4.3% over the FY 2016 budget to reflect anticipated change in benefit costs. Operating expenses increase 457.9% over FY 2016 due to funding allocated for the replacement of the ePermits system. Recoveries increase 34.5% over FY 2016 due to the increase in recoverable expenditures from the Storm Water Management Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 2,355,339	\$ 2,216,200	\$ 2,263,900	\$ 2,258,100	1.9%
Fringe Benefits	736,119	748,200	765,200	780,400	4.3%
Operating Expenses	503,518	235,700	297,400	1,314,900	457.9%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,594,976	\$ 3,200,100	\$ 3,326,500	\$ 4,353,400	36%
Recoveries	(1,741,600)	(1,769,100)	(1,769,100)	(2,380,300)	34.5%
TOTAL	\$ 1,853,376	\$ 1,431,000	\$ 1,557,400	\$ 1,973,100	37.9%
STAFF					
Full Time - Civilian	-	41	-	44	7.3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

SITE/ROAD PLAN REVIEW - 03

Division of Site/Road Plan Review is staffed by 35 full-time personnel who perform engineering plan and permit review and approval services pertaining to site grading, drainage, storm water management, floodplain, traffic, County public and private roads and site work. This division interacts with developers, engineers, architects, citizens, homeowners, County and State CIP teams, utility companies and others, to assist in the issuance of approvals and permits for site related activities. This division interacts with other agencies (M-NCPPC, Soil Conservation District, WSSC, SHA, Maryland Department of the Environment (MDE), and U.S. Army Corps of Engineers) to coordinate approvals and permits compatible with approvals issued by these agencies.

Site and sound plan review previously was conducted by the Department of the Environment (DOE) and the Department of Public Works and Transportation. With the restructuring for DPIE, this division no longer provides inspection and enforcement of site related work as these functions are organized under the Inspections Division of DPIE.

The Utility/Technical Support Section implements the policy and specification for utility installation and maintenance in order to enhance the safety and convenience for the traveling public and mitigates the impact of utility work on local community residents.

Division Summary:

In FY 2017, compensation increases 19.6% over the FY 2016 budget due to salary requirements and funding for vacant positions. Fringe benefits increase 23.2% over the FY 2016 budget to reflect anticipated change in benefit costs. Operating expenses increase 0.2% over FY 2016 due to an increase in office automation. Recoveries increase 19.1% over FY 2016 due to the increase of recoverable expenditures from the Storm Water Management Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 2,463,500	\$ 2,184,100	\$ 2,359,200	\$ 2,611,800	19.6%
Fringe Benefits	787,703	747,700	797,400	920,800	23.2%
Operating Expenses	130,941	226,700	239,200	227,100	0.2%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,382,144	\$ 3,158,500	\$ 3,395,800	\$ 3,759,700	19%
Recoveries	(2,503,260)	(2,704,300)	(2,704,300)	(3,221,200)	19.1%
TOTAL	\$ 878,884	\$ 454,200	\$ 691,500	\$ 538,500	18.6%
STAFF					
Full Time - Civilian	-	36	-	35	-2.8%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

BUILDING PLAN REVIEW - 04

Division of Building Plan Review is staffed by 34 full-time personnel with two sections that include Building Plan Review and Health Review.

The Building Plan Review Section is responsible for the following activities:

- Commercial building plan reviews for fire, structural, electrical, mechanical, ADA, energy and accessibility
- Residential building plan reviews for structural and energy compliance
- Commercial and residential sprinkler reviews
- Commercial fire alarm reviews
- Building code variances and waivers
- Administration of the Electrical Code

Staff from the Health Review Section reviews plans and performs inspections related to new well and septic systems, swimming pools and licensed food establishments.

The Water and Sewer/Plumbing/Gas Connection Review Section is included within this division and funded by the Washington Suburban Sanitary Commission.

Division Summary:

In FY 2017, compensation increases 37.8% over the FY 2016 budget due to FY 2017 salary requirements and funding for vacant positions. Fringe benefits increase 31.9% over the FY 2016 budget to reflect anticipated change in benefit costs. Operating expenses increase 10.8% over FY 2016 due to an increase in office automation charges and training. Recoveries increase 37.5% over FY 2016 due to the increase of recoverable expenditures from the Storm Water Management Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 2,341,072	\$ 1,809,100	\$ 2,306,500	\$ 2,493,600	37.8%
Fringe Benefits	684,858	610,900	777,900	805,500	31.9%
Operating Expenses	197,576	208,300	220,800	230,900	10.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,223,506	\$ 2,628,300	\$ 3,305,200	\$ 3,530,000	34.3%
Recoveries	(1,562,747)	(1,458,600)	(1,458,600)	(2,006,000)	37.5%
TOTAL	\$ 1,660,759	\$ 1,169,700	\$ 1,846,600	\$ 1,524,000	30.3%
STAFF					
Full Time - Civilian	-	37	-	34	-8.1%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

INSPECTIONS - 05

The Division of Inspections provides regulation of construction, development and grading activity in the County, with the exception of the City of Laurel. Division personnel perform inspections to assure community members and related stakeholders achieve the standards set by the community through the legislature and adopted as County law. Staffed by 68 full-time personnel, this division will include inspections of all horizontal (site grading, storm water management, road/bridge/, and utility) and vertical (structural, electrical, mechanical, fire-life safety, energy, and accessibility) elements of new development or improved projects.

Four sections comprise this division including Site/Road Inspection, Residential Building Inspection, Commercial Building Inspection and Fire Prevention and Life Safety Inspection.

The Site/Road Inspection Section inspects horizontal related permits broken down into three districts, North, Central and South. In addition, site/road inspectors evaluate the existing infrastructure (bridges, sidewalks, driveway aprons, roadways and storm drainage structures, and make recommendations for modifications and the repair of these infrastructures for inclusion in the Capital Improvement Program. Utility inspectors ensure that utility work conducted in the public right of way is performed in a manner consistent with the County's policy and specification for utility installation and maintenance.

The Residential Building Inspection Section conducts inspections of residential construction and light commercial projects. Through the use of a combination of inspectors, staff evaluates new construction for compliance with structural, life safety, mechanical, electrical and grading requirements.

Division Summary:

In FY 2017, compensation decreases 10.6% under the FY 2016 budget primarily due to changes in staffing complement, funding for vacant positions and FY 2017 salary requirements. Fringe benefits decrease 5.5% under the FY 2016 budget to reflect actual benefit costs. Operating expenses increase 4.3% over FY 2016 due to increases in training, vehicle repair and maintenance. Recoveries decrease 8.1% under FY 2016 due to the decrease of recoverable expenditures from the Storm Water Management Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 3,934,051	\$ 4,363,600	\$ 3,581,900	\$ 3,902,200	-10.6%
Fringe Benefits	1,278,063	1,483,500	1,210,700	1,401,400	-5.5%
Operating Expenses	459,956	612,700	625,200	639,300	4.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 5,672,070	\$ 6,459,800	\$ 5,417,800	\$ 5,942,900	-8%
Recoveries	(3,684,800)	(3,720,200)	(3,720,200)	(3,420,200)	-8.1%
TOTAL	\$ 1,987,270	\$ 2,739,600	\$ 1,697,600	\$ 2,522,700	-7.9%
STAFF					
Full Time - Civilian	-	68	-	68	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

ENFORCEMENT - 06

The Division of Enforcement is staffed by 82 full-time personnel with several sections that include Administrative Support, Residential Property Standards and Zoning and Commercial Property Standards.

This division enforces the zoning ordinance, use and occupancy permits, anti-litter and weed ordinances, as well as the Property Maintenance Ordinance and Housing Code. It also educates residents and homeowner/civic associations about the County's community initiatives. This division's focus is on sustaining the existing structures in Prince George's County.

The Administrative Section consists of 12 staff persons including administrative aides, general clerks and public service aides who perform all administrative functions of this division.

The Residential Property Standards Section includes the Multi-Family Unit and Single-Family Unit. The function of this section is to enforce the minimum standards of the Prince George's County Housing Code. The Multi-Family Unit focuses on multi-family/ common ownership housing properties. This unit responds to interior and exterior apartment complex and condominium complaints and conducts surveys of these properties. In addition, violation notices are issued to property owners for any deficiencies noted. The Single-Family Unit focuses on single-family homes.

The Zoning and Commercial Property Standards Section will focus on commercial property responding to commercial complaints and conducting surveys. In addition, violation notices will be issued to property owners for any deficiencies noted by the inspection staff. The function is to enforce the minimum standards of the Prince George's County Code.

Division Summary:

In FY 2017, compensation increases 19.6% over the FY 2016 budget due to FY 2017 salary requirements, funding for vacant positions and the Administrative Hearing Program. The Administrative Hearing Program seeks to adjudicate various Enforcement cases for resolution before referring for legal action. Fringe benefits increase 21.2% over the FY 2016 budget to reflect anticipated change in benefit costs. Operating expenses increase 17.5% over FY 2016 due to increases in clean lot contracts. Recoveries increase 13.6% over FY 2016 due to the increase of recoverable expenditures from the Solid Waste Management Enterprise Fund.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 4,088,673	\$ 3,386,600	\$ 3,851,500	\$ 4,049,100	19.6%
Fringe Benefits	1,238,978	1,117,900	1,301,800	1,354,600	21.2%
Operating Expenses	1,461,225	1,658,500	1,559,300	1,948,000	17.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 6,788,876	\$ 6,163,000	\$ 6,712,600	\$ 7,351,700	19.3%
Recoveries	(6,005,019)	(6,163,000)	(6,163,000)	(7,001,700)	13.6%
TOTAL	\$ 783,857	\$ 0	\$ 549,600	\$ 350,000	100%
STAFF					
Full Time - Civilian	-	81	-	84	3.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%