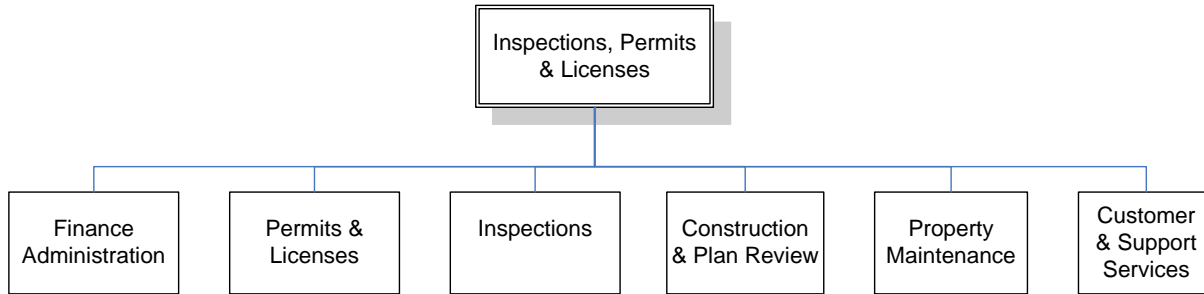




Inspections, Permits & Licenses



INSPECTIONS, PERMITS & LICENSES

Department Mission

To promote public awareness of health and safety standards and provide quality service to the citizens of this community in the most prompt, efficient, thorough and professional manner.

Programs and Services

Finance and Administration

To support the Inspection, Permit & License Department by preparing and monitoring the budget, accounting and purchasing activities; managing and monitoring contracts with outside vendors; performing human resource and payroll type activities; insuring all accounts payable and receivable are current and accurate and performing human resource and payroll type activities; insuring all accounts payable and receivable are current and accurate and performing regular audits of departments functions/activities to insure full compliance with all metro laws and general accounting, performance and auditing practices.

Permits and Licenses

To ensure compliance prior to the issuance of any license or permit with all local, State and Federal laws related to alcohol, adult entertainment, massage facilities, amusement dance halls, charitable solicitation, escort services, armed security guards, vendors, transportation, horse-drawn carriages, off-site automobile sales, special events, pyrotechnics and pawn brokers; performing records management and retrieval for permits and licenses; and by processing all citations, violation letters, orders generated by metro police and holding hearing to adjudicate these citations and violations.

Inspections

To ensure compliance with building and construction codes by monitoring and inspecting electrical, HVAC, elevator, and plumbing installations in existing buildings and structures as well as new construction; providing technical assistance to design professionals, contractors, the general public and other government agencies.

INSPECTIONS, PERMITS & LICENSES

Programs and Services

Construction and Plan Review

To protect the public health and safety by ensuring compliance with Building and Land Development codes, performing construction and architectural plan review, ensuring compliance with historic preservation, overlays and urban renewal requirements.

Property Maintenance

To ensure the safety, maintenance and proper use of commercial and residential buildings by inspecting, issuing citations and fines related thereto; and by causing the abatement of illegal, unsafe, unhealthy and dangerous conditions within our community through code enforcement and demolition programs.

Customer and Support Services

To support department operations by providing operational and clerical support; answering and routing all calls for service; processing and issuing licenses and permits required by state and local laws relating to construction and building use; receiving and distributing all mailings; maintaining and retrieving department records; administering the public nuisance ordinance in conjunction with Metro Police and monitoring responses to calls for service for quality purposes.

Goals & Indicators

- Insure public safety by making sure that the construction of new buildings and structural modifications to existing buildings meet current building code standards.
- Insure that electrical work and mechanical installations are properly installed meet current building code standards.
- Insure that citizens in Metro Louisville have sanitary and safe living conditions in their homes and neighborhoods by enforcing the Property Maintenance Code.
- Insure that local, state and federal laws are being followed in regards to the sale of alcohol and businesses or individuals that provide to the public transportation, adult entertainment, vending and special event services, etc., by issuing permits and licenses for these activities.
- Provide excellent customer service to our customers, both public and internal.

**Inspections, Permits &
Licenses**
Budget Summary

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	6,093,100	6,093,100	6,343,100	6,343,100
Agency Receipts	310,500	336,300	511,200	511,200
Federal Grants	21,631,700	3,386,500	1,629,100	1,629,100
Total Revenues:	28,035,300	9,815,900	8,483,400	8,483,400
Personal Services	6,547,900	6,189,900	6,814,800	6,814,800
Contractual Services	20,938,300	717,400	1,060,600	1,060,600
Supplies	99,000	90,500	107,000	107,000
Equipment/Capital Outlay	38,000	169,400	50,000	50,000
Interdepartment Charges	412,100	737,900	451,000	451,000
Total Expenditures:	28,035,300	7,905,100	8,483,400	8,483,400
Expenditures By Activity				
Director's Office	0	0	151,300	151,300
Finance and Administration Program	0	0	360,300	360,300
Permits & Licenses Program	1,059,300	1,054,200	440,800	440,800
Inspection Program	5,495,400	5,240,800	2,842,700	2,842,700
Construction & Plan Review Program	1,495,200	1,196,500	806,500	806,500
Property Maintenance Program	19,690,300	97,000	3,211,500	3,211,500
Customer & Support Services Program	295,100	316,600	670,300	670,300
Total Expenditures:	28,035,300	7,905,100	8,483,400	8,483,400

Inspections, Permits & Licenses	Position Detail	
	Mayor's Recommended FY2004-2005	Council Approved FY2004-2005
Position Allocation (in Full-Time Equivalents)		
Full-Time	140	140
Permanent Part-Time	0	0
Seasonal/Other	3 *	3 *
Total Positions	143	143
PROGRAMS		
<i>Director</i>		
Full-Time	2	2
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	2	2
Title		
Administrative Assist II	1	1
Dir Insp/Permits/License	1	1
PROGRAMS		
<i>Finance and Administration</i>		
Full-Time	5	5
Permanent Part-Time	0	0
Seasonal/Other	3	3
Total Positions	8	8
Title		
Administrative Assist I	1	1
Administrative Assist II	1	1
Assistant Director	1	1
Board Member	3	3
Coordinator II	1	1
Personnel/Payroll Special	1	1
<i>Permits and Licenses</i>		
Full-Time	8	8
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	8	8
Title		
Administrative Assist I	1	1
Coordinator II	1	1
Info Processing Clerk	1	1
Licenses/Permits Special	2	2
Office Assistant	3	3

Inspections

Full-Time	47	47
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	47	47

Title		
Bldg Inspection Super II	1	1
Bldg Inspection Superv I	1	1
Building Inspector I	7	7
Building Inspector II	1	1
Chief Plumbing Inspector	1	1
Commercial Building Inspector	4	4
Electric & Residential Supv II	1	1
Electrica & Residential Supv I	1	1
Electrical & Residentl Inspctr	9	9
Electrical Inspector I	2	2
Electrical Inspector II	1	1
Elevator Inspector I	1	1
Elevator Inspector II	1	1
Heating Inspector I	2	2
Heating Inspector II	1	1
HVAC Insp Supv I	1	1
Hvac Inspector	6	6
HVAC Supervisor II	1	1
Management Specialist	1	1
Planning Manager	1	1
Plumbing Inspector I	2	2
Plumbing Inspector II	1	1

Construction and Plan Review

Full-Time	15	15
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	15	15

Title		
Administrative Clerk	1	1
Assistant Director	1	1
Chief Const Review Off	1	1
Code Enforcement Supervisor	1	1
Commercial Building Inspector	1	1
Const Review Officer	3	3
Const Review Officer II	1	1
Engineer II	1	1
Hist Preserv & Zone Spec	1	1
Permit Writer	1	1
Resid & Light Com Plan Rev I	3	3

Property Maintenance

Full-Time	47	47
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	47	47

Title		
Administrative Assist I	2	2
Administrative Clerk	2	2
Administrator I	1	1
Code Enforce Off Trnee	1	1
Code Enforcement Officer I	5	5
Code Enfrcmnt Off I	13	13
Code Enfrcmnt Off II	13	13
Code Enfrcmnt Officer S 8	2	2
Coord Code Enfrcmnt	6	6
Executive Administrator	1	1
Technical Support Assistant	1	1

Customer and Support Services

Full-Time	16	16
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	16	16

Title		
Account Clerk III	1	1
Administrative Assist II	1	1
Administrative Clerk	2	2
Administrator III	1	1
Clerk Typist I	1	1
Clerk Typist li	1	1
Coord Complaint Response	1	1
Info Processing Clerk	3	3
Manager II	1	1
Planning Ombudsman	1	1
Receptionist	2	2
Senior Systems Analyst DP	1	1