

ANNUAL REPORT
BUILDING DEPARTMENT
1980 - 81

CITY OF HILLSBORO
BUILDING DEPARTMENT
RESPONSIBILITIES

The mission of the Building Department is to provide reasonable safeguards for health, safety, welfare, comfort, and security of the residents of this city who are occupants and users of buildings by controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction. Following are some of the functions performed by the Building Department:

1. Check all building plans for any building, zoning and other code violations prior to issuing permits.
2. Issue permits for the following:
 - A. Buildings; including construction, remodeling, alterations, repair, moving converting or demolition.
 - B. Plumbing
 - C. Mechanical
 - D. Sewer Connections
 - E. Signs
 - F. Fences
 - G. Mobile Home Installations
 - H. Temporary Structures
 - I. Electrical (courtesy service-non-fee related--state permits)
3. Provide information to public, builders, developers, real estate personnel and others in regard to:
 - A. Building, plumbing and other applicable codes, regulations, and permit requirements.
 - B. Availability, connection charges and location of services such as sewer.
4. Inspect all the above items, except electrical, through all phases of the building process and against all applicable regulations.
5. Process complaints and investigate alleged violations of the Uniform Building Code, Uniform Plumbing Code or Uniform Mechanical Code.

6. Insure that contractors have proper licenses and permits.
7. Compile and maintain records of all building activity in the City.
8. Make inspections as requested by property owners or residents to alleviate any potential hazards or code violations.
9. Provide technical assistance to the City Council, the City Manager, the Code Board of Appeals, the Fire Marshal, the Planning Commission, and other city departments in regard to building matters.
10. Assist in review of all business license applications to assure that changes in usage do not result in hazardous situations or code violations.

BUILDING DEPARTMENT

1980-81 GOALS AND OBJECTIVES

I. TO ASSURE UNIFORM CODE INTERPRETATION AND ENFORCEMENT

This top priority goal will require the effort of every individual in the Department.

A. Assuring uniformity requires much more than individual reading and understanding of the respective codes. In order to insure uniformity it will be necessary for:

1. All members of staff will attend seminars, ICBO meetings, etc. to keep themselves aware of all code changes, methods and practices in inspections.
2. All staff members will attend our daily discussions relating to code enforcement problems, particularly in dealing with the new 1979 Uniform Building Code.
3. We urge all staff members to take advantage of tuition reimbursement programs to attend building and code related classes at local colleges and other schools. We also urge all staff members to take such examinations as would improve their classification.

PROGRESS: This has been a busy year as all inspectors were busy acquainting themselves with the 1979 Uniform Building Code. All members have attended seminars to meet their certification requirements. As yet, there have not been any college classes available which would provide additional information for the inspectors.

B. We need also to challenge codes which fail to meet the requirements of the city, contradict each other, or void valid existing requirements. This can best be accomplished by review of the City Ordinances over a period of a year.

PROGRESS: There has been continuing review of the City Ordinances with all inspectors becoming more familiar with the requirements therein. This, we feel, will be the best way to determine contradictions.

C. We further need to be leaders in proposing code recommendations and legislation to better serve the City.

PROGRESS: More members of the department have started attending ICBO meetings which has direct input to the legislative body.

II. TO INCREASE THE EFFECTIVENESS OF INTERNAL OPERATIONS

This high priority goal will require a substantial effort in evaluating all procedures and activities throughout the department.

A. Some procedures appear to have evolved over the years without definitive documentation and may be ineffective. We need to review every procedure as to its need, and determine if there is a reason to modify or change its intent or process.

1. Since our fees are regulated by the adoption of the Code; we will continue using the code's method of fee regulation. Non-code regulated fees need to be re-evaluated, particularly building demolition permits and sign permits. Present plans are for submittal to the council ordinances regulating these fees.

PROGRESS: We are still working on documentation of these changes. Preliminary recommendations have been submitted to city management. Also, the state is recommending fee increases to be effective this year.

B. The intent is to have a more efficient operation which would increase productivity with less frustration, and provide more effective service to those who utilize our operation.

1. The office, being the first step in the process of a permit application, must be staffed at all hours of the work day. We are presently working out a plan whereby inspectors stagger their office hours.
2. All staff members should be completely familiar with the process of receiving plans and processing them on the correct routing system. This is necessary to insure the public of less waiting time for application processing. We are in the process of drafting a procedure manual including all permitting processes.
3. We must continue to work on developing more efficient methods of operation to increase our productivity. Presently we use a rather effective method of processing plans, but this is not without some flaws.
4. Our most pressing problem at the present time is working out a system to insure final inspections and re-final inspection follow-ups. We have set up a follow-up file for inspections but have yet to design a follow-up for the building plans.
5. Records and Files: Each staff member should maintain a procedure for keeping records of his or her daily activity. This record should be filed in a system where any of the staff will be able to locate the needed information without any difficulty. We are working on centralizing all files in an address filing system.
6. We need to establish a more efficient system of plan storage. This system has been started but needs to be catalogued and streamlined.

7. In order to prevent work going on in the city without permits, we are in the process of dividing the city into four districts and are assigning each inspector a district to be responsible for. He is to check his district every two weeks for code violations and then handle these appropriately.

PROGRESS: We have achieved several of these objectives. A system for final and re-final inspections for buildings has been accomplished through a follow-up system. We also have formulated a follow-up system for building plans which allows us to get rid of these plans six months after final inspection. This is three months longer than the Uniform Building Code requires us to keep finalized residential plans. All cards have been centralized by address which enables anyone to find any information we have on a particular address. We are still working on plan storage and are about two thirds finished at the present time. We are still working on a practical plan for the remaining items.

III. TO INCREASE SERVICE TO THE COMMUNITY

This goal is very broad in spectrum and involves a great deal of effort. The Department must look beyond simply enforcing codes and ordinances. We need to direct our efforts with the citizens of Hillsboro toward encouraging them to:

Properly maintain their buildings,
Support the restoration of older buildings into useable units,
Utilize the services of the department,
Improve their neighborhood both structurally and socially.

To implement this increased service the Department must:

- A. Communicate our role and function to the community by the use of the news media.
 1. Provide knowledge to the public, such as information on wood stoves, winterizing your home, proper care of plumbing, etc.
 2. Issue warnings of unscrupulous builders and contractors.
- B. Provide competent and convenient services when citizens come to the Department for assistance.
- C. Provide prompt follow-up on citizen complaints, within the same day when possible.

PROGRESS: This item is an ongoing process. We can never be too efficient at these items. We have provided follow-up on all citizen complaints within 24 hours of the complaint. In conjunction with the Fire Department we are trying to keep the public informed on all pertinent information. We have also stocked a booklet called "You Can Build It" which contains information on how to build including permit information.

IV. TO ENCOURAGE INNOVATION, PARTICIPATION, AND INVOLVEMENT IN THE PROGRAM AND ITS OBJECTIVES BY ALL PERSONNEL AND TO PROVE SATISFACTION TO THESE PERSONNEL.

There needs to be an effort in making available opportunities for our staff at all levels, creating an enjoyable and satisfying work environment. Implementation of this goal has not been firmly established but rather we are in the process of forming a work plan for this goal and its objectives.

- A. Both individual and group ideas must be encouraged and pursued. New ideas must not be discouraged but rather should be evaluated for their merit and the originator recognized for their assistance. Every staff member must feel their input to be essential and that they are an important element in the department activities.
- B. Channels of communication both up and down the chain must be open and effective. All departments need to respond and react in a more cogent manner to other individuals, departments, or interest groups who are supporting our efforts.
- C. Efforts need to be made on reviewing and revising job responsibilities on a yearly basis, and recognition given for individual performance by a reward system, either verbal, written or monetary or all three.
- D. The ultimate objective of these plans is to increase individual understanding through various orientation activities such as weekly briefing sessions, and to open more lines of internal communication in order to enhance staff satisfaction.

PROGRESS: We are continuing to work on these items. They are not items which change readily.

V. TO WORK TOWARD EXEMPTION FROM CONTROL BY STATE FIRE MARSHAL BY THE END OF FISCAL YEAR 1989.

- A. Determine steps necessary for Building and Fire Departments to undertake to achieve exemption. Establish a time schedule and budget for this process. Reviewing the proposal and benefits of this program with the appropriate committees of Council.
- B. If the program is approved, accomplish those steps necessary to meet the time schedule established in "1" above.

PROGRESS: We are still working on this item. Plans to hire a full-time plan review person as a beginning toward exemption.

BUILDING PERMITS

(January thru June)
1980

	1979		(January thru June) 1980		1980-81	
	<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>	<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>	<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>
1. NEW RESIDENTIAL	324	13,135,541	111	4,823,149	279	11,111,918
2. NEW DUPLEX	25	1,300,131	4	207,171	22	1,166,496
3. MODULAR RESIDENCES					1	8,500
4. MULTI-FAMILY RESIDENCES	13	4,818,837	1	423,846	8	796,715
5. MOBILE HOMES	46	36,445	5	2,350	3	2,250
6. MOBILE HOME ADDITIONS	8	21,300	3	4,275		
7. BUILDINGS MOVED	5	10,000	1	3,000	3	17,000
8. WRECKED BUILDINGS	17	12,400	6	3,450	15	18,600
9. FOUNDATIONS	8	530,680	4	10,820	11	25,128
10. NEW COMMERCIAL BUILDINGS	27	8,277,026	15	3,271,856	13	4,043,412
11. NEW INDUSTRIAL BUILDINGS	5	6,129,336			2	10,900,000
12. RESIDENTIAL GARAGE AND CARPORT	10	27,210	8	25,956	15	61,600
13. PUBLIC	11	12,569,700	6	8,191,758	6	303,339
14. CHURCHES AND RELIGIOUS BUILDINGS	2	1,730,000	2	19,548	2	185,000
15. NON-RESIDENTIAL BUILDINGS	17	201,264			2	190,000
16. RESIDENTIAL REMODEL AND REPAIR	134	574,813	96	317,609	154	658,941
17. COMMERCIAL REMODEL AND REPAIR	62	1,045,248	37	692,964	53	1,557,583
18. STRUCTURES OTHER THAN BUILDINGS	10	69,500	3	19,000	2	21,000
19. SIDEWALKS	11	7,829	43	23,425	29(46)	17,467

		(January thru June)					
		1979	1980		1980-81		
		<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>	<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>	<u>No.</u> <u>PERMITS</u>	<u>VALUE</u>
20.	FENCES	67	53,541	42	39,830	58	57,213
21.	SIGNS	<u>74</u>	<u>86,815</u>	<u>45</u>	<u>71,305</u>	<u>52</u>	<u>58,302</u>
	TOTALS	876	50,637,616	432	18,151,312	730	31,200,464

BUILDING PERMIT FEES

YEAR	FEES	NO. OF PERMITS	VALUATION
1975	\$ 61,859.50	774	\$15,237,040.00
1976	93,740.50	1,087	22,846,306.00
1977	117,205.50	1,156	32,085,490.00
1978	127,349.00	1,057	40,304,996.00
1979	113,613.50	813	50,637,616.00
1980 (January thru June)	41,138.50	382	18,122,210.80
1980-81 fiscal year	82,309.00	699	31,182,997.00

YEAR	NO. OF PERMITS	FEES
PLAN CHECK FEES		
1975	227	\$ 13,498.00
1976	244	16,034.50
1977	227	18,265.00
1978	331	23,098.47
1979	228	17,684.20
1980 (January thru June)	111	6,852.53
1980-81 fiscal year	314	20,079.02

YEAR	NO. OF PERMITS	FEES
PLUMBING PERMIT FEES		
1975	443	\$ 17,132.50
1976	682	30,961.00
1977	671	31,418.00
1978	769	47,863.00
1979	588	50,313.50
1980 (January thru June)	199	17,074.00
1980-81 fiscal year	435	30,265.90

YEAR	NO. OF PERMITS	FEES
MECHANICAL PERMIT FEES		
1975	424	\$ 5,942.00
1976	652	8,935.00
1977	953	10,752.50
1978	684	10,689.00
1979	412	6,840.00
1980 (January thru June)	161	2,912.50
1980-81 Fiscal year	434	10,093.00

YEAR	NO. OF PERMITS	FEES
MOBILE HOME PERMIT FEES		
1976	39	\$ 1,075.25
1977	38	985.00
1978	17	650.00
1979	47	1,995.00
1980 (January thru June)	5	195.00
1980-81 fiscal year	4	145.00

YEAR	NO. OF PERMITS	FEE
SIDEWALK PERMIT FEES		
1978.	13	\$ 130.00
1979	11	110.00
1980 (January thru June)	63	630.00
1980-81 fiscal year	29(46)	460.00

SEWER PERMIT FEES		
1978	795	\$1,310,032.00
1979	505	2,050,624.71
1980 (January thru June)	147	356,250.95
1980-81 fiscal year	412	1,270,200.24

ELECTRICAL PERMITS		
(Issued for the State Department of Commerce)		
1975	457	\$ 2,736.00
1976	529	4,586.60
1977	728	7,195.00
1978	867	11,240.10
1979	884	11,772.60
1980	1,252	16,972.60