

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:

- Ensure compliance of proposed plans with established codes and standards for new construction and alteration of residential and commercial buildings
- Inspect 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 2018:

- Replace outdated ePermits system with an enterprise permitting and licensing system (PLS) that integrates permit processing, plan review, inspections and licensing functions
- Reduce the amount of time between permit application and issuance (including plan review and permit processing) for new Building and Site/Road development projects
- Use legislative authority to conduct administrative hearings versus court hearings to adjudicate property standards violations and fines
- Expand online permitting and licensing applications

FY 2018 BUDGET SUMMARY

GENERAL FUNDS

The FY 2018 approved General Fund budget for the Department of Permitting, Inspections and Enforcement is \$11,131,000, an increase of \$2,612,300 or 30.7% over the FY 2017 approved budget.

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

GENERAL FUND

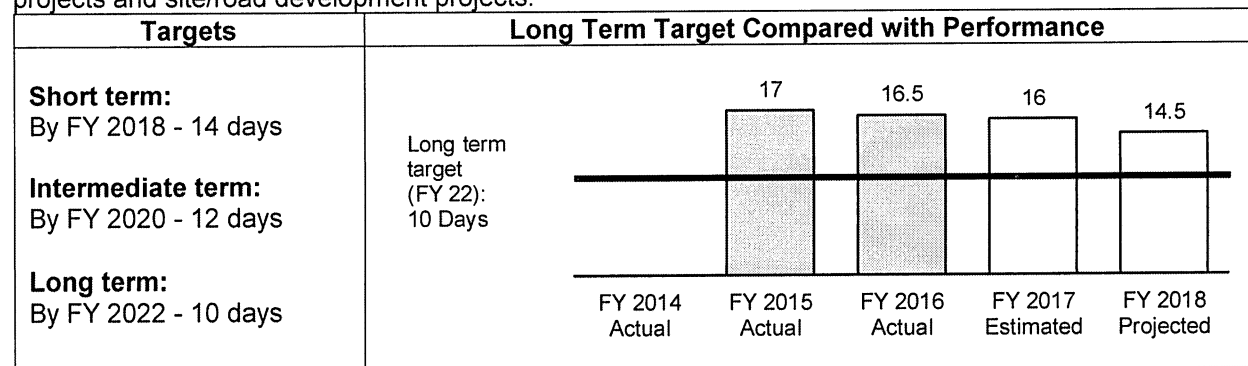
Budgetary Changes -

FY 2017 APPROVED BUDGET	\$8,518,700
Add: Initiatives - Expansion - Software implementation for the new permitting and licensing system	\$3,235,400
Increase Cost: Compensation - Mandated Salary Requirements	\$894,300
Add: Initiatives - New - Hardware for the new permitting and licensing system	\$554,100
Increase Cost: Compensation - Funded Vacancies - Fully funding 11 previously unfunded vacancies and other compensation adjustments	\$434,900
Increase Cost: Fringe Benefits - Decrease in the fringe benefit rate from 34.2% to 33.1%, offset by an increase in compensation costs	\$261,200
Increase Cost: Operating - Clean lot services increase of 16.2%	\$166,200
Increase Cost: Compensation - Overtime	\$30,000
Decrease Cost: Operating - Driven by a reduction in copying and printing costs	(\$46,900)
Decrease Cost: Recovery Increase - Primarily due to contracts and hardware for the new permitting and licensing system	(\$2,916,900)
FY 2018 APPROVED BUDGET	\$11,131,000

SERVICE DELIVERY PLAN AND PERFORMANCE

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

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 related 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 and does not provide the ability to track intermediate steps associated with plan screening, review and revision. DPIE will begin to implement a fully integrated and proven permitting and 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.

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GENERAL FUND

Performance Measures -

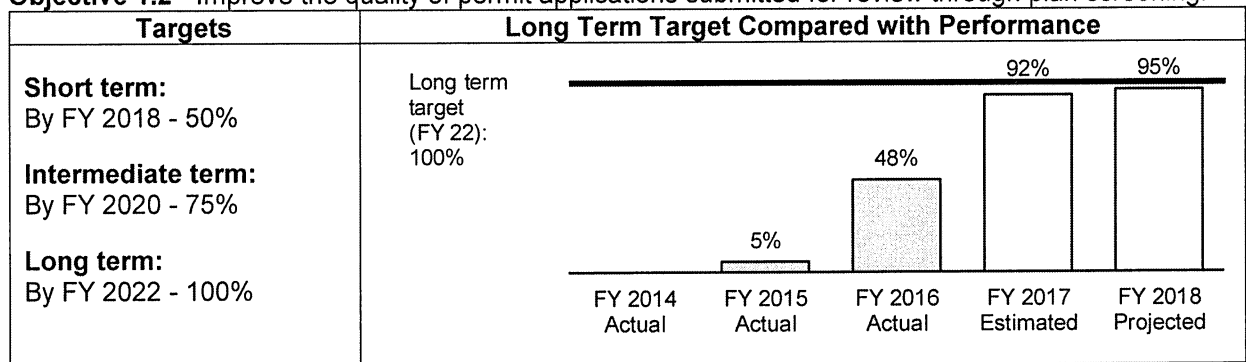
Measure Name	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Resources (input)					
Number of site/road plan reviewers	25	25	24	26	28
Number of outside individuals certified for Peer Review Program - Site/Road	11	12	18	21	23
Number of outside individuals certified for Third-Party Plan Review - Site/Road	0	0	0	0	0
Number of outside individuals certified for Peer Review Program - Building	35	35	36	41	46
Number of outside individuals certified for Third-Party Plan Review - Building	1	1	1	2	2
Number building plan reviewers	27	25	24	29	30
Workload, Demand and Production (output)					
Number of site/road plan applications submitted		2,702	3,184	3,300	3,400
Number of site/road plans reviewed (by cycle) by plan reviewers		7,640	5,730	6,750	7,500
Number of site/road permits issued		1,910	1,910	2,250	2,500
Number of building plan applications submitted	29,998	55,128	48,686	50,000	52,000
Number of building plan applications reviewed (by cycle)	99,700	138,882	115,735	120,000	125,000
Number of building plan permits issued	24,925	46,294	46,294	48,000	50,000
Efficiency					
Average number of Site/Road District/Utility/NPDES plans and permits reviewed per site/road plan review staff		108	133	127	121
Average number of building plan reviews completed per building plan review staff	1,111	2,205	2,029	1,724	1,733
Quality					
Average time (days) for DPIE building plan review		18	19	18	17
Average time (days) for DPIE site/road plan review		16	14	14	12
Average time (days) for DPIE to review permit applications for new building projects and side/road development projects		17	16.5	16	14.5
Impact (outcome)					
Reported value of site/road construction approved (in millions)		\$33.80	\$42.20	\$50.00	\$60.00
Reported value of building construction for approved plans (in millions)		\$1,020	\$1,298	\$1,550	\$1,650

*FY 2015 Actuals have been restated.

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 the new permitting and licensing 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 the new permitting and licensing system
- **Strategy 1.1.3** - Perform plan screening on all vertical and horizontal plan packages over \$200,000 in value
- **Strategy 1.1.4** - Provide training and cross-training to permit processing, licensing and cashier staffs to facilitate adequate and flexible coverage at the Permit Counter, Licensing Center and Cashier's Office, and improve customer service
- **Strategy 1.1.5** - Continue to enhance technology to include the capabilities for online permitting and plan review for a broader array of permit types, including use of ePlan for all peer-reviewed projects

Objective 1.2 - Improve the quality of permit applications submitted for review through plan screening.



Trend and Analysis -

The pre-screening of plans submitted for review was initiated with the implementation 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 interrupted due to incomplete plans sent back to the applicant for completion. DPIE continues to make progress in expanding the screening of major building projects submitted thru ePlan for Building Plan review and major Site/Road Plan review.

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GENERAL FUND

Performance Measures -

Measure Name	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Resources (input)					
Number of site/road plan reviewers	25	25	24	26	28
Number of outside individuals certified for Peer Review Program - Site/Road	11	12	18	21	23
Number of outside individuals certified for Third-Party Plan Review - Site/Road	1	1	1	2	2
Number of outside individuals certified for Peer Review Program - Building	35	35	36	41	46
Total building plan reviewers	27	25	24	29	30
Workload, Demand and Production (output)					
Number of site/road plan applications submitted		2,702	3,184	3,300	3,400
Number of site/road plans reviewed (by cycle) by plan reviewers		7,640	5,730	6,750	7,500
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Number of building plan applications reviewed (by cycle)	99,700	138,882	115,735	120,000	125,000
Number of building plan permits issued	24,925	46,294	46,294	48,000	50,000
Efficiency					
Average number of Site/Road District/Utility/NPDES Plans & Permits reviewed per Site/Road plan review staff		108	133	127	121
Average number of building plan reviews completed per Building plan review staff	1,111	2,205	2,029	1,724	1,733
Quality					
Percent of Building Plan Review Division staff that received training		100%	100%	100%	100%
Percent of Site/Road Plan Review Division staff that received training		100%	100%	100%	100%
Average number of cycles for building plan review	4.0	3.0	2.5	2.5	2.5
Average number of cycles for site/road plan review		4.0	3.0	3.0	3.0
Percent of building plans screened		5%	48%	92%	95%
Percent of site/road plans screened		100%	100%	100%	100%
Impact (outcome)					
Average number of days from building permit application to issuance		40	20	15	15
Average number of days from site/road permit application to issuance		80	76	48	42

*FY 2015 Actuals have been restated.

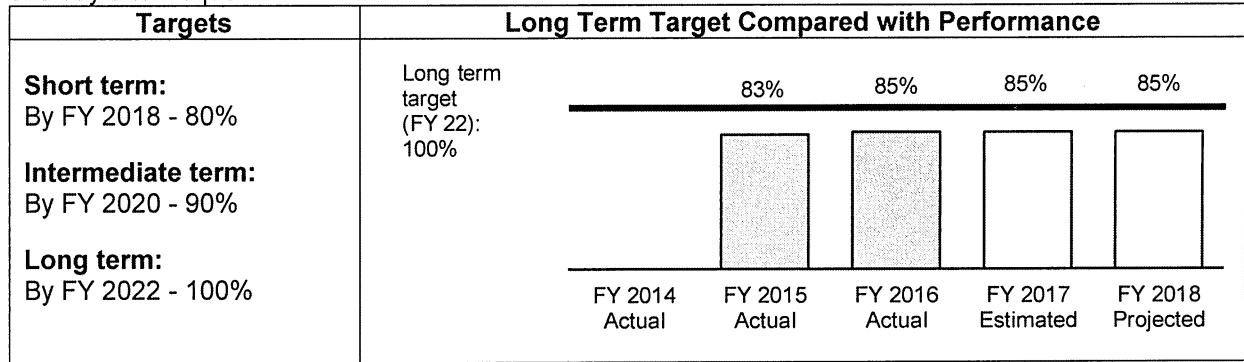
Strategies to Accomplish the Objective -

- **Strategy 1.2.1** - Provide educational opportunities regarding permitting requirements to the design community to reduce the number of incomplete plan submissions and the number of revisions required during plan review
- **Strategy 1.2.2** - Continue to update plan submission checklists for building and site/road plans and make available to applicants through checklist forms and by placing them on the DPIE Web site
- **Strategy 1.2.3** - Expand customer use of ePlan for digital review of plans submitted to DPIE with permit applications to eventually include all commercial and residential permit case types
- **Strategy 1.2.4** - Promote expanded use and oversight of the agency's Peer Review Program to expedite plan reviews, reduce correction cycles and leverage engineering staff through the use of private sector engineering resources
- **Strategy 1.2.5** - Promote expanded use and oversight of the agency's Third-Party Plan Review Program to expedite major commercial plan reviews and reduce correction cycles by leveraging private sector engineering resources

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GENERAL FUND

Objective 1.3 - Increase the percentage of Building and Site/Road development inspections completed in one day after requested.



Trend and Analysis -

The Inspections Division combines the resources of the Building and Site/Road Inspection sections. By providing greater training/cross-training opportunities, the division is 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, as well as address unscheduled inspections related to damaged structures.

Performance Measures -

Measure Name	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Resources (input)					
Total number of inspectors		56	56	58	61
Workload, Demand and Production (output)					
Number of Building inspections performed		59,658	77,425	80,000	82,000
Number of Site/Road inspections performed		31,099	36,874	38,000	40,000
Number of inspections due to complaints		1,388	7,095	8,000	9,000
Number of rescheduled inspections		14,497	15,856	17,000	18,000
Total number of inspections conducted		126,795	161,211	172,000	182,000
Number of violations issued		524	663	700	750
Efficiency					
Average number of inspections per inspector		2,264	2,879	2,966	2,984
Quality					
Average number of days to conduct an inspection after requested		1	1	1	1
Percent of building and site development inspections completed one day after requested		83%	85%	85%	85%
Impact (outcome)					
Customer approval rating based on maximum 4.0 scale		2.0	2.0	2.0	2.0

Strategies to Accomplish the Objective -

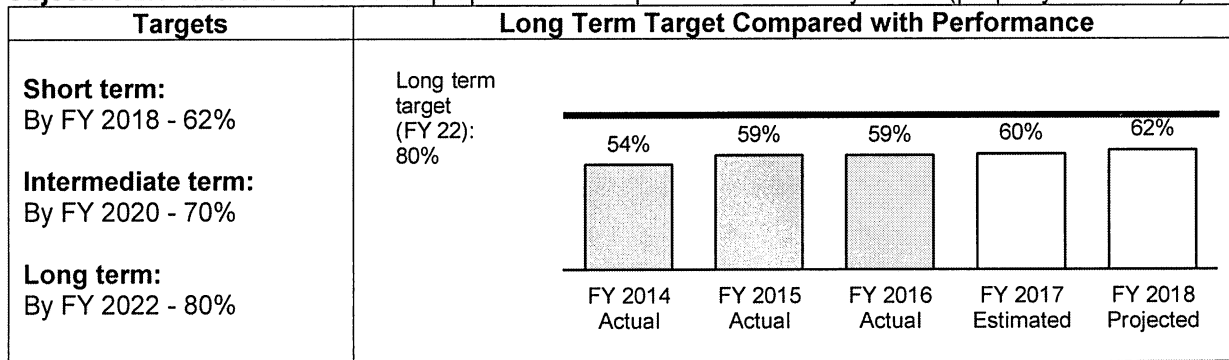
- **Strategy 1.3.1** - Provide full integration of the inspections function with DPIE's planned permitting and licensing system for permitting, licensing and plan review in order to enable tracking of these functions
- **Strategy 1.3.2** - Provide all inspectors with cross-training to enable them to perform across disciplines (i.e., structural, electrical, mechanical, fire/life safety, etc.)
- **Strategy 1.3.3** - Train all inspectors to use mobile computing capabilities associated with available software and hardware that provide remote data entry, plan retrieval, image capturing and issuance of violation notices

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GENERAL FUND

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

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



Trend and Analysis -

The Enforcement Division is responsible for inspecting both residential and commercial properties to ensure compliance with applicable property standards codes, zoning ordinances and 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 in violation of County Code within 30 days of the legal compliance date. Cases not in compliance with County Code are escalated for legal action (sent to Office of Law, create a tax lien, etc.) within 60 days of the compliance date.

Performance Measures -

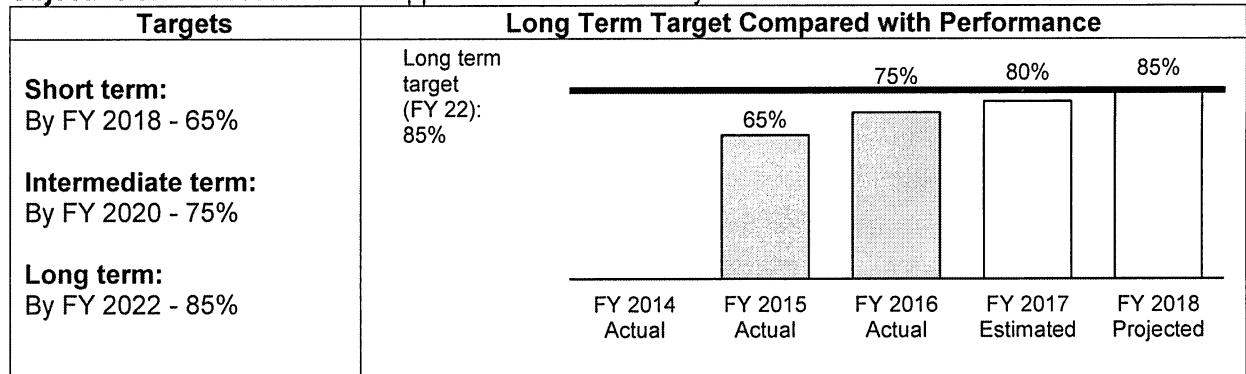
Measure Name	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Resources (input)					
Number of code enforcement inspectors	46	55	58	59	59
Workload, Demand and Production (output)					
Number of inspections	84,223	86,795	111,386	122,000	130,000
Number of violation notices issued	21,820	26,920	25,298	28,000	30,000
Number of re-inspections	27,078	25,590	21,814	25,000	28,000
Percent of Violation Notices found to be in Compliance upon Re-inspection	54%	59%	59%	60%	62%
Efficiency					
Average number of inspections and re-inspections per inspector	2,420	2,043	2,297	2,492	2,678
Quality					
Average number of days to complete an inspection after receipt of request (estimated)		30	30	25	20
Number of 3-1-1 complaints open or in-progress	1,200	307	490	450	400
Impact (outcome)					
Percent of total re-inspection cases found in compliance	54%	59%	59%	60%	62%

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** - Automate DPIE processes further using the Customer Service Request (CSR) system
- **Strategy 2.1.3** - Provide property standards inspectors with mobile computing capability to enable remote data entry, plans retrieval, image capturing 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.



Trend and Analysis -

The Licensing Section 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. DPIE's top six license types consistently generate the largest monthly revenue and are currently automated year to date. Licenses that require identification pictures and other legal documentation are not able to be fully automated.

Performance Measures -

Measure Name	FY 2014 Actual	FY 2105 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Resources (input)					
Number of business license staff		5	6	6	6
Workload, Demand and Production (output)					
Number of business license applications accepted		2,206	2,668	2,800	3,000
Number of health license permit applications accepted		8,765	9,211	10,000	11,000
Number of business licenses issued		2,206	2,668	2,800	3,000
Number of health license permits issued		8,765	9,211	10,000	11,000
Efficiency					
Number of license/permit applications reviewed per reviewer		2,194	1,980	2,133	2,333
Quality					
Average number of days to issue a license/permit		2	1	1	1
Percent of licenses issued in one day		65%	75%	80%	85%

Strategies to Accomplish the Objective -

- **Strategy 3.1.1** - Cross-train Licensing Section staff from the 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** - Further increase online application, issuance and payment of most business licenses
- **Strategy 3.1.3** - Continue the integration of the licensing and permitting functions with the planned permitting and licensing system

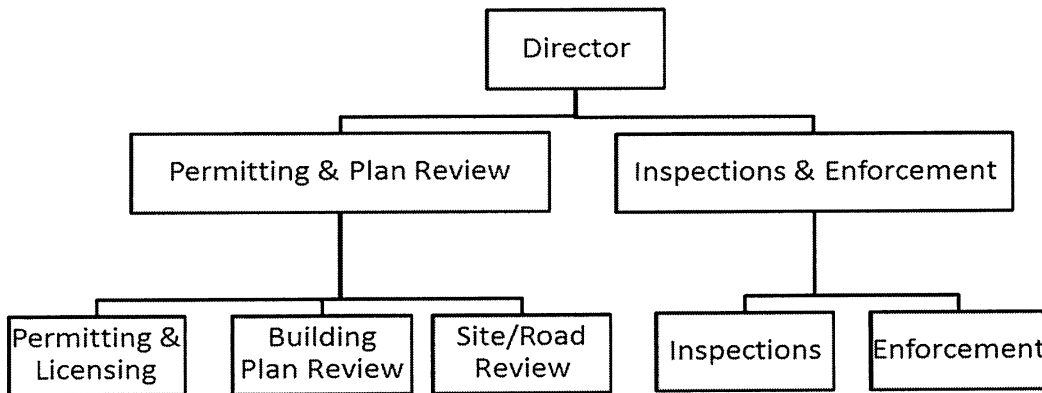
FY 2017 KEY ACCOMPLISHMENTS

- Implemented online applications for issuing Mechanical, Electrical and Flood Plain permits.
- Issued the Peer Review Program Manual and enhanced the Peer Review Program to enable developers of commercial properties and public facilities (i.e., County school facilities, etc.) to retain

County-certified peer reviewers to expedite technical reviews of plans associated with proposed projects.

- Expanded inspection and 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.
- Developed GIS and custom reporting capabilities through ePlan/ProjectDox aligned with DPIE's goal to become less paper intensive.
- Received the 2016 Award for County Administrative Management, awarded by the National Association of Counties (NACo) based on: The Story of DPIE and Third-Party Peer Plan Review Expedited Permitting for Design-Build Projects.

ORGANIZATIONAL CHART



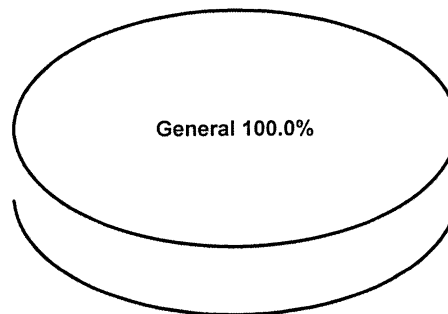
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FUNDS SUMMARY

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
TOTAL EXPENDITURES	\$ 7,480,005	\$ 8,518,700	\$ 8,242,500	\$ 11,131,000	30.7%
EXPENDITURE DETAIL					
Director's Office	2,607,529	2,686,300	2,913,100	3,743,700	39.4%
Permitting And Licensing	3,442,764	4,353,400	4,344,500	7,868,000	80.7%
Site/road Plan Review	3,473,683	3,759,700	3,740,500	3,952,000	5.1%
Building Plan Review	3,054,465	3,530,000	3,515,700	3,441,100	-2.5%
Inspections	5,513,432	5,942,900	5,887,600	6,405,200	7.8%
Enforcement	6,737,854	7,351,700	6,946,400	7,743,200	5.3%
Recoveries	(17,349,722)	(19,105,300)	(19,105,300)	(22,022,200)	15.3%
TOTAL	\$ 7,480,005	\$ 8,518,700	\$ 8,242,500	\$ 11,131,000	30.7%
SOURCES OF FUNDS					
General Fund	\$ 7,480,005	\$ 8,518,700	\$ 8,242,500	\$ 11,131,000	30.7%
Other County Operating Funds:					
TOTAL	\$ 7,480,005	\$ 8,518,700	\$ 8,242,500	\$ 11,131,000	30.7%

FY2018 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.

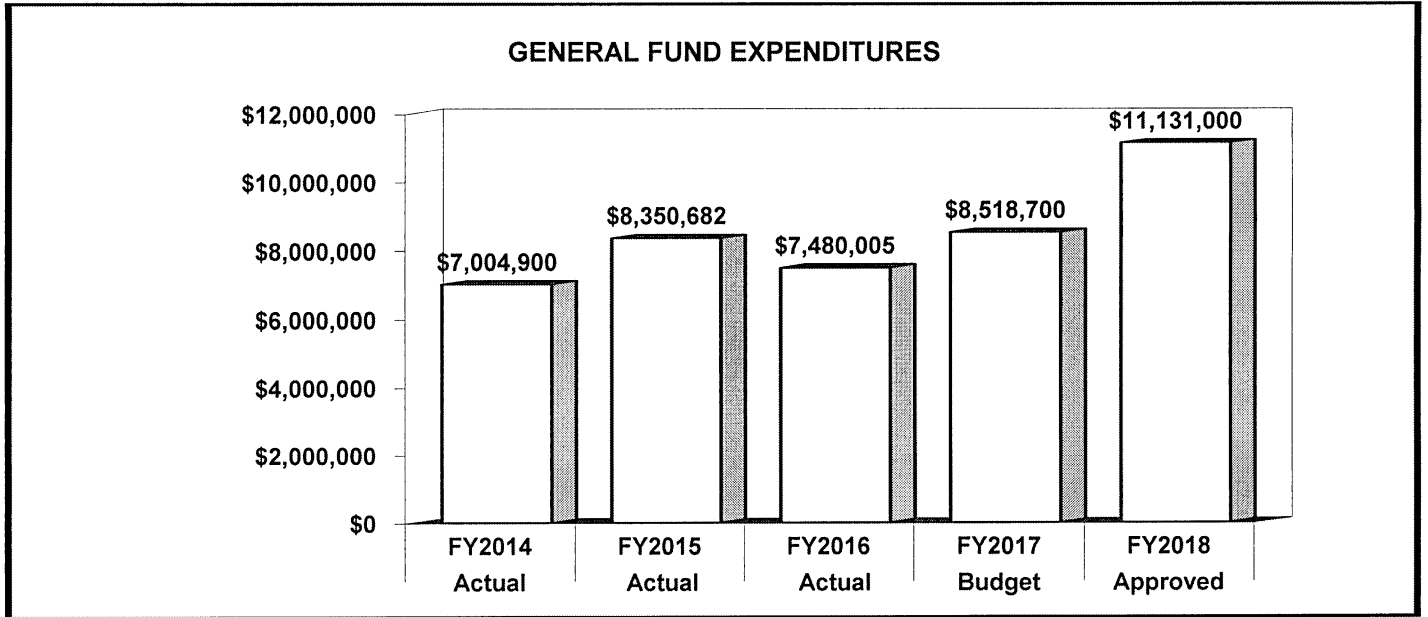


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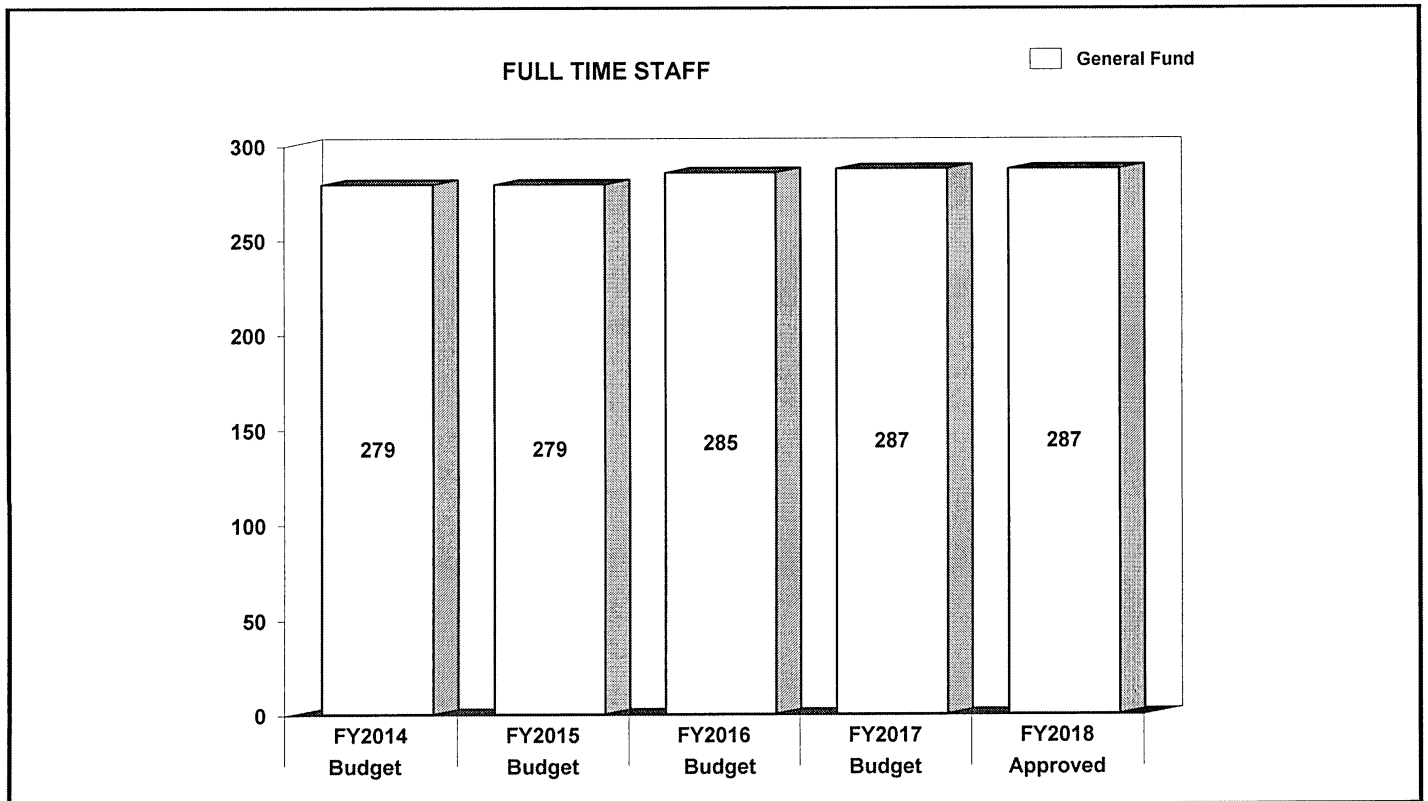
STAFF SUMMARY

	FY2016 BUDGET	FY2017 BUDGET	FY2018 APPROVED	CHANGE FY17-FY18
GENERAL FUND STAFF				
Full Time - Civilian	285	287	287	0
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	285	287	287	0
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	3	0	0
Administrative Aides	22	0	0
Administrative Assistants	6	0	0
Administrative Specialists	7	0	0
Budget Analysts	3	0	0
Construction Enforcement Officers	3	0	0
Deputy Director	1	0	0
Engineering Technicians	15	0	0
Engineers	51	0	0
Environmental Health Specialist	5	0	0
General Clerks	6	0	0
Permit Specialists	13	0	0
Permit Supervisors	6	0	0
Personnel Analysts	3	0	0
Property Standard Enforcement Officers	3	0	0
Property Standard Inspectors	60	0	0
Public Service Aides	1	0	0
Realty Specialists	1	0	0
Other	9	0	0
Associate Directors	7	0	0
Construction Standard Inspectors	61	0	0
Director	1	0	0
TOTAL	287	0	0



The agency's expenditures increased 6.8% from FY 2014 to FY 2016, which was primarily driven by compensation and fringe benefit costs. The FY 2018 approved budget is 30.7% over the FY 2017 budget, which is primarily due to implementation of the Permitting and Licensing System.



The agency's authorized staffing complement increased by eight positions from FY 2014 to FY 2017. This increase is due to six additional engineers for plan review and two positions due to the Administrative Hearing Program. The FY 2018 staffing total remains unchanged from the FY 2017 level.

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

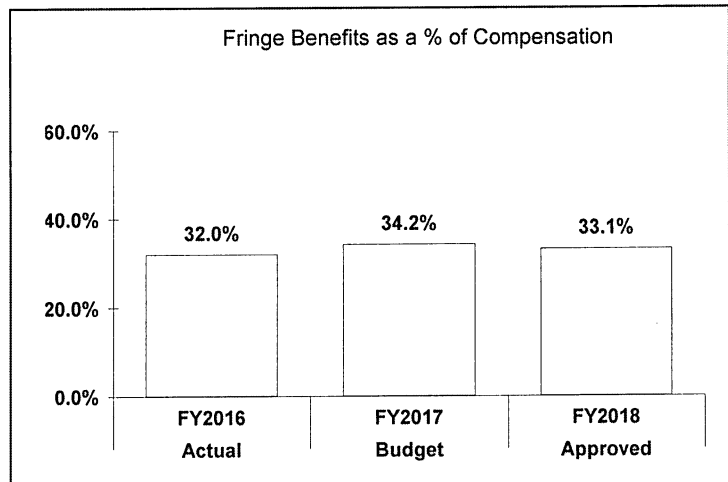
	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 16,526,214	\$ 17,163,600	\$ 17,050,000	\$ 18,522,800	7.9%
Fringe Benefits	5,289,338	5,869,800	5,831,100	6,131,000	4.4%
Operating Expenses	3,014,175	4,590,600	4,466,700	8,499,400	85.1%
Capital Outlay	0	0	0	0	0%
	<u>\$ 24,829,727</u>	<u>\$ 27,624,000</u>	<u>\$ 27,347,800</u>	<u>\$ 33,153,200</u>	<u>20%</u>
Recoveries	(17,349,722)	(19,105,300)	(19,105,300)	(22,022,200)	15.3%
TOTAL	\$ 7,480,005	\$ 8,518,700	\$ 8,242,500	\$ 11,131,000	30.7%
STAFF					
Full Time - Civilian	-	287	-	287	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2018, compensation expenditures increase 7.9% over the FY 2017 budget due to anticipated cost of living and merit adjustments, as well as funding previously unfunded vacancies and overtime costs. Compensation costs include funding for all 287 full-time positions and one temporary/seasonal employee. Fringe benefit expenditures increase 4.4% over the FY 2017 budget. This is due to the 7.9% increase in compensation, despite a slight decrease in the fringe rate.

Operating expenditures increase 85.1% over the FY 2017 budget, primarily due to implementation of the new Permitting and Licensing System and hardware upgrades for the Citizen Service Request system.

Recoveries increase 15.3% over the FY 2017 budget, primarily due to implementation of the new Permitting and Licensing System.

MAJOR OPERATING EXPENDITURES FY2018	
Operational Contracts	\$ 5,791,600
Office Automation	\$ 1,026,700
Operating Equipment-Non-Capital	\$ 571,400
Vehicle and Heavy Equip Main.	\$ 425,200
Vehicle-Gas and Oil	\$ 150,000



PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

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.

Division Summary:

In FY 2018, compensation expenditures increase 40.1% over the FY 2017 budget due to reallocating positions from other divisions and funding vacancies. Fringe benefit expenditures increase 46.7% over the FY 2017 budget due to changes in the complement and compensation adjustments.

Operating expenses increase 14.0% over the FY 2017 approved budget primarily due to increases in hardware and contracts, offset by copier and printing reductions.

Recoveries increase by 33.8% over the FY 2017 budget, primarily due to increases in compensation and fringe expenditures that are recoverable from the Solid Waste Enterprise Fund and Stormwater Management Enterprise Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 1,820,350	\$ 1,848,800	\$ 1,850,500	\$ 2,590,600	40.1%
Fringe Benefits	606,466	607,100	608,200	890,400	46.7%
Operating Expenses	180,713	230,400	454,400	262,700	14%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,607,529	\$ 2,686,300	\$ 2,913,100	\$ 3,743,700	39.4%
Recoveries	(1,258,103)	(1,075,900)	(1,075,900)	(1,439,800)	33.8%
TOTAL	\$ 1,349,426	\$ 1,610,400	\$ 1,837,200	\$ 2,303,900	43.1%
STAFF					
Full Time - Civilian	-	22	-	27	22.7%
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.

The Permits Administration Section is responsible for the core 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. 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 2018, compensation expenditures increase 8.6% over the FY 2017 budget due to anticipated merit and cost of living increases. Fringe benefit expenditures increase 6.2% over the FY 2017 budget to reflect actual expenses.

Operating expenses increase 248.8% over the FY 2017 approved budget due to contracts and hardware to implement the new Permitting and Licensing System.

Recoveries increase 76.1% over the FY 2017 budget because 94% of the Permitting and Licensing System's recoveries are through the Permitting and Licensing Division.

Overall, the new system's expenditures are 52.3% recoverable from the Stormwater Management Fund, and 1.1% recoverable from the Solid Waste Management Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 2,365,442	\$ 2,258,100	\$ 2,251,500	\$ 2,452,600	8.6%
Fringe Benefits	774,466	780,400	778,000	828,500	6.2%
Operating Expenses	302,856	1,314,900	1,315,000	4,586,900	248.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,442,764	\$ 4,353,400	\$ 4,344,500	\$ 7,868,000	80.7%
Recoveries	(2,016,167)	(2,380,300)	(2,380,300)	(4,191,000)	76.1%
TOTAL	\$ 1,426,597	\$ 1,973,100	\$ 1,964,200	\$ 3,677,000	86.4%
STAFF					
Full Time - Civilian	-	44	-	43	-2.3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

SITE/ROAD PLAN REVIEW - 03

The Division of Site/Road Plan Review performs 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 2018, compensation expenditures increase 5.3% over the FY 2017 budget due to anticipated merit, cost of living, and overtime increases. Fringe benefit expenditures increase 3.9% over the FY 2017 budget to reflect actual expenses.

Operating expenses increase 8.3% over the FY 2017 approved budget due to hardware upgrades for the new Permitting and Licensing System.

Recoveries increase 1.7% over the FY 2017 budget, due to the increase of recoverable expenditures from the Stormwater Management Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 2,451,807	\$ 2,611,800	\$ 2,597,900	\$ 2,749,100	5.3%
Fringe Benefits	827,219	920,800	915,500	956,900	3.9%
Operating Expenses	194,657	227,100	227,100	246,000	8.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,473,683	\$ 3,759,700	\$ 3,740,500	\$ 3,952,000	5.1%
Recoveries	(2,583,448)	(3,221,200)	(3,221,200)	(3,276,000)	1.7%
TOTAL	\$ 890,235	\$ 538,500	\$ 519,300	\$ 676,000	25.5%
STAFF					
Full Time - Civilian	-	35	-	35	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

BUILDING PLAN REVIEW - 04

The Division of Building Plan Review contains 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 is funded by the Washington Suburban Sanitary Commission (WSSC).

Division Summary:

In FY 2018, compensation expenditures decrease 2.4% under the FY 2017 budget due to a change in the staffing complement. Fringe benefit expenditures decrease 7.4% under the FY 2017 budget to reflect actual expenses.

Operating expenses increase 13.5% over the FY 2017 approved budget due to hardware upgrades for the new Permitting and Licensing system.

Recoveries decrease 0.7% under the FY 2017 budget, due to the decrease of recoverable expenditures from the Stormwater Management Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 2,206,257	\$ 2,493,600	\$ 2,482,200	\$ 2,432,900	-2.4%
Fringe Benefits	655,749	805,500	802,600	746,100	-7.4%
Operating Expenses	192,459	230,900	230,900	262,100	13.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,054,465	\$ 3,530,000	\$ 3,515,700	\$ 3,441,100	-2.5%
Recoveries	(1,717,925)	(2,006,000)	(2,006,000)	(1,992,700)	-0.7%
TOTAL	\$ 1,336,540	\$ 1,524,000	\$ 1,509,700	\$ 1,448,400	-5%
STAFF					
Full Time - Civilian	-	34	-	33	-2.9%
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. This division ensures 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 2018, compensation expenditures increase 9.8% over the FY 2017 budget due to reallocations from the Enforcement division, merit and cost of living increases and an overtime increase. Fringe benefit expenditures increase 3.0% over the FY 2017 budget to reflect actual expenses.

Operating expenses increase 5.9% over the FY 2017 approved budget, largely due to hardware upgrades for the new Permitting and Licensing System.

Recoveries increase 4.3% over the FY 2017 budget, due to the increase of recoverable expenditures from the Stormwater Management Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 3,685,251	\$ 3,902,200	\$ 3,862,000	\$ 4,285,400	9.8%
Fringe Benefits	1,202,640	1,401,400	1,386,300	1,442,800	3%
Operating Expenses	625,541	639,300	639,300	677,000	5.9%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 5,513,432	\$ 5,942,900	\$ 5,887,600	\$ 6,405,200	7.8%
Recoveries	(3,139,010)	(3,420,200)	(3,420,200)	(3,566,000)	4.3%
TOTAL	\$ 2,374,422	\$ 2,522,700	\$ 2,467,400	\$ 2,839,200	12.5%
STAFF					
Full Time - Civilian	-	68	-	70	2.9%
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 contains 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 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 focuses 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 purpose is to enforce the minimum standards of the Prince George's County Code.

Division Summary:

In FY 2018, compensation expenditures decrease 0.9% under the FY 2017 budget due to changes in the staffing complement. Fringe benefit expenditures decrease 6.5% under the FY 2017 budget to reflect actual expenses.

Operating expenses increase 26.5% over the FY 2017 approved budget due to hardware upgrades for the Citizen Service Request system and an increase in demand for Clean Lot services.

Recoveries increase 7.9% over the FY 2017 budget, due to the increase of recoverable expenditures from the Solid Waste Management Enterprise Fund.

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 ESTIMATED	FY2018 APPROVED	CHANGE FY17-FY18
EXPENDITURE SUMMARY					
Compensation	\$ 3,997,107	\$ 4,049,100	\$ 4,005,900	\$ 4,012,200	-0.9%
Fringe Benefits	1,222,798	1,354,600	1,340,500	1,266,300	-6.5%
Operating Expenses	1,517,949	1,948,000	1,600,000	2,464,700	26.5%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 6,737,854	\$ 7,351,700	\$ 6,946,400	\$ 7,743,200	5.3%
Recoveries	(6,635,069)	(7,001,700)	(7,001,700)	(7,556,700)	7.9%
TOTAL	\$ 102,785	\$ 350,000	\$ (55,300)	\$ 186,500	-46.7%
STAFF					
Full Time - Civilian	-	84	-	79	-6%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%