

# DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT- 168

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## MISSION AND SERVICES

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**Mission** – The Department of Permitting, Inspections and Enforcement 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 proposed 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 2016 –**

The agency’s top priorities in FY 2016 are:

- Replace outdated business process system with an enterprise system that integrates permit processing, plan review, inspections, enforcement, and licensing functions
- Reduce the amount of time to review permit applications (including plan review and permit processing)
- Provide next-day scheduling of requests for inspections of building and site development projects
- Provide same-day issuance of most business licenses
- Reduce backlog of service requests sent to the Enforcement Division to no more than 75% of the monthly number of requests received by the division

## FY 2016 BUDGET SUMMARY

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**GENERAL FUNDS**

The FY 2016 approved General Fund budget for the Department of Permitting, Inspections and Enforcement (DPIE) is \$7,566,000, a decrease of \$34,800 or 0.5% under the FY 2015 budget.

**Budgetary Changes -**

<b>FY 2015 BUDGET</b>	<b>\$7,600,800</b>
Increase in fringe benefits as a percentage of compensation from 32.2% to 33.8%	\$178,000
Increase in operational service contracts due to Limbic Sytems developing an online licensing center to reduce foot traffic	\$151,400
Decrease in recoveries due to net decrease in expenditures	\$120,800
Increase in vehicle equipment repair & maintenance due to realignment of vehicles within environmental agencies	\$120,100
Increase in office & operating equipment non-capital primarily due to upgrades to software and equipment	\$102,500
Increase in equipment lease primarily due to expiration of free maintenance of RICOH copier contract	\$56,000
Decrease in training	(\$26,500)
Decrease in printing	(\$32,400)
Decrease in office automation due to cost allocation	(\$105,700)
Net decrease in other operating	(\$160,700)
Decrease in compensation due to salary lapse from spending control measures	(\$201,100)
Decrease in operational service contracts primarily due to decrease in clean lot contracts	(\$237,200)
<b>FY 2016 APPROVED BUDGET</b>	<b>\$7,566,000</b>

**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.

Targets	Long Term Target Compared with Performance
<p><b>Short term:</b> By FY 2016 - 40 days</p>	
<p><b>Intermediate term:</b> By FY 2018 - 30 days</p>	<p>New for FY 2016</p>
<p><b>Long term:</b> By FY 2020 - 20 days</p>	

**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 Division and the Site/Road Plan Review Division. The County's legacy permitting system collects only enough information to measure the timeframe between permit application and issuance without the ability to track intermediate steps associated with plan screening, plan review, and plan revision. DPIE expects to implement a fully-integrated permit/license processing system to replace the current system in FY 2017. This new system will collect the necessary data to track permit processing, plan review, and inspection times and provide greater accountability and transparency.

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**GENERAL FUND**

**Performance Measures -**

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Projected
<b>Resources (input)</b>					
Number of site/road plan reviewers					
Number of outside individuals certified for Peer Review Program - Site/Road					
Number of outside individuals certified for Third-Party Plan Review - Site/Road					
Number of outside individuals certified for Peer Review Program - Building					
Number of outside individuals certified for Third-Party Plan Review - Building					
Total building plan reviewers					
<b>Workload, Demand and Production (output)</b>					
Number of site/road plans submitted					
Total number of site/road permits issued					
Number of site/road plan submissions expired					
Number building plan applications submitted					
Number of building plan permits issued					
Number of building plan applications expired					
<b>Efficiency</b>					
Average number of Site/Road District/Utility/NPDES plans and permits reviewed per site/road plan review staff					
Average number of utility plans reviewed per utility plan review staff (including flood plain plans)					
Average number of building plan reviews completed per building plan review staff					
<b>Quality</b>					
Average time (days) for DPIE building plan review					
Average time (days) for DPIE site/road plan review					
<b>Impact (outcome)</b>					
Reported value of site/road construction approved					
Reported value of building construction for approved plans					

\*DPIE started collecting data on its performance metrics in FY 2015. Data will be presented for an array of metrics available with the release of the FY 2017 proposed budget.

**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
- **Strategy 1.1.2** - Use detailed tracking of permit/license processing, plan review, and inspection services to identify impediments to achieving timely provision of these functions and develop methods to reduce the turnaround time for the issuance of permits
- **Strategy 1.1.3** - Perform plan screening for all vertical and horizontal plans submitted for review
- **Strategy 1.1.4** - 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 1.1.5** - Continue to enhance technology to include the capabilities for online permitting and plan review for a broader array of permit types

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**GENERAL FUND**

**Objective 1.2** - Improve the quality of permit applications submitted for review by performing plan screening for all projects over \$100,000 in value.

Targets	Long Term Target Compared with Performance
<b>Short term:</b> By FY 2016 - 75%	
<b>Intermediate term:</b> By FY 2018 - 77%	New for FY 2016
<b>Long term:</b> By FY 2020 - 80%	

**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 by not allowing incomplete plans to start the review process only to be sent back to the applicants to be completed. During FY 2014, DPIE implemented pre-screening of building plans submitted for review, and in FY 2015 extended this to site/road plans.

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**GENERAL FUND**

**Performance Measures -**

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Projected
<b><i>Resources (input)</i></b>					
Number of site/road plan reviewers					
Number of outside individuals certified for Peer Review Program - Site/Road					
Number of outside individuals certified for Third-Party Plan Review - Site/Road					
Number of outside individuals certified for Peer Review Program - Building					
Number of outside individuals certified for Third-Party Plan Review - Building					
Total building plan reviewers					
<b><i>Workload, Demand and Production (output)</i></b>					
Number of site/road plans submitted					
Total number of site/road plans permits issued					
Number of site/road plan submissions expired					
Number building plan applications submitted					
Number of building plan permits issued					
Number of building plan applications expired					
<b><i>Efficiency</i></b>					
Average number of Site/Road District/Utility/NPDES Plans & Permits reviewed per Site/Road plan review staff					
Average number of utility plans reviewed per utility plan review staff (including flood plain plans)					
Average number of building plan reviews completed per Building plan review staff					
<b><i>Quality</i></b>					
Average number of cycles for building plan review					
Average number of cycles for site/road plan review					
Percent of building plans screened					
Percent of site/road plans screened					
<b><i>Impact (outcome)</i></b>					
Average number of days from building permit application to issuance					
Average number of days from site/road permit application to issuance					

\*DPIE started collecting data on its performance metrics in FY 2015. Data will be presented for an array of metrics available with the release of the FY 2017 proposed budget.

**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 by 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

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**GENERAL FUND**

**Objective 1.3** - Increase the percentage of building and site development inspections completed in one day after requested.

Targets	Long Term Target Compared with Performance
<b>Short term:</b> By FY 2016 - 75%	New for FY 2016
<b>Intermediate term:</b> By FY 2018 - 87%	
<b>Long term:</b> By FY 2020 - 100%	

**Trend and Analysis -**

The Inspections Division combines the resources of the Building Inspections Section and the Site/Road Inspections Section. By integrating these two groups and 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, and also address unscheduled inspections related to damaged structures.

**Performance Measures -**

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Projected
<b>Resources (input)</b>					
Total number of inspectors					
<b>Workload, Demand and Production (output)</b>					
Number of Building inspections performed					
Number of Site/Road inspections performed					
Number of inspections due to complaints					
Number of rescheduled inspections					
Total number of inspections conducted					
Number of violations issued					
<b>Efficiency</b>					
Average number of inspections per inspector					
<b>Quality</b>					
Average number of days to conduct an inspection after requested					
<b>Impact (outcome)</b>					
Percent of customers satisfied with their inspections					

\*DPIE started collecting data on its performance metrics in FY 2015. Data will be presented for an array of metrics available with the release of the FY 2017 proposed budget.

**Strategies to Accomplish the Objective -**

- **Strategy 1.3.1** - Provide full integration of the inspections function with DPIE's planned enterprise system for permit and license processing and plan review to enable tracking of these functions and providing 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.)
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**GENERAL FUND**

- **Strategy 1.3.3** - Provide all inspectors mobile computing capability through appropriate software and hardware that enables remote data entry, plans retrieval, image capture and violation notice issuance

**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** - Reduce the number of properties not in compliance with County property standards and building codes.

<b>Targets</b>	<b>Long Term Target Compared with Performance</b>
<b>Short term:</b> By FY 2016 - 68%  <b>Intermediate term:</b> By FY 2018 - 71%  <b>Long term:</b> By FY 2020 - 75%	New for FY 2016

**Trend and Analysis -**

The Division of Enforcement is responsible for inspecting both residential and commercial properties to ensure compliance with applicable property standards, building codes, and 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 their compliance date. In addition, cases found not to be in compliance with County Code are to be escalated for further action (sent to Office of Law, create a tax lien, etc.) within 60 days of their compliance date.

**Performance Measures -**

<b>Measure Name</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimate</b>	<b>FY 2016 Projected</b>
<b>Resources (input)</b>					
Number of code enforcement inspectors					
<b>Workload, Demand and Production (output)</b>					
Number of inspections					
Number of violation notices issued					
Number of re-inspections					
Percent of violation notices found to be in compliance upon reinspection					
<b>Efficiency</b>					
Average number of inspections and re-inspections per inspector					
<b>Quality</b>					
Average number of days to complete an inspection after receipt of request					
Number of 311 complaints open or in-progress					
<b>Impact (outcome)</b>					
Percent of total re-inspection cases found in compliance					

\*DPIE started collecting data on its performance metrics in FY 2015. Data will be presented for an array of metrics available with the release of the FY 2017 proposed budget.

**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, plans retrieval, image capture, and violation notice issuance

**GOAL 3** - To provide for the timely issuance of licenses for business activities in the County regulated under the County Code.

**Objective 3.1** - Reduce on-site issuance time to one day for most business licenses.

Targets	Long Term Target Compared with Performance
<b>Short term:</b> By FY 2016 - 65%	New for FY 2016
<b>Intermediate term:</b> By FY 2018 - 75%	
<b>Long term:</b> By FY 2020 - 85%	

**Trend and Analysis -**

Prior to the launch of DPIE in July 2013, the Business Licensing Section manually created business licenses and identification cards. The Business Licensing Unit and the Health Licensing Unit are merged under DPIE and use the licensing process deployed by the Health Department. This system integrates the licensing process with the e-Permits system for license processing, tracking and payment; the Govolution system for credit card payment; and ID Works for prompt issuance of identification cards. In FY 2016, the target for on-site license issuance is one day for paper licenses and ID cards.

**Performance Measures -**

Measure Name	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Projected
<b>Resources (input)</b>					
Number of business license staff					
<b>Workload, Demand and Production (output)</b>					
Number of business license applications accepted					
Number of health license permit applications accepted					
<b>Efficiency</b>					
Number of license/permit applications reviewed per reviewer					
<b>Quality</b>					
Average number of days to issues a license/permit					
<b>Impact (outcome)</b>					
Number of closed businesses for lack of valid license/permit					

\*DPIE started collecting data on its performance metrics in FY 2015. Data will be presented for an array of metrics available with the release of the FY 2017 proposed budget.



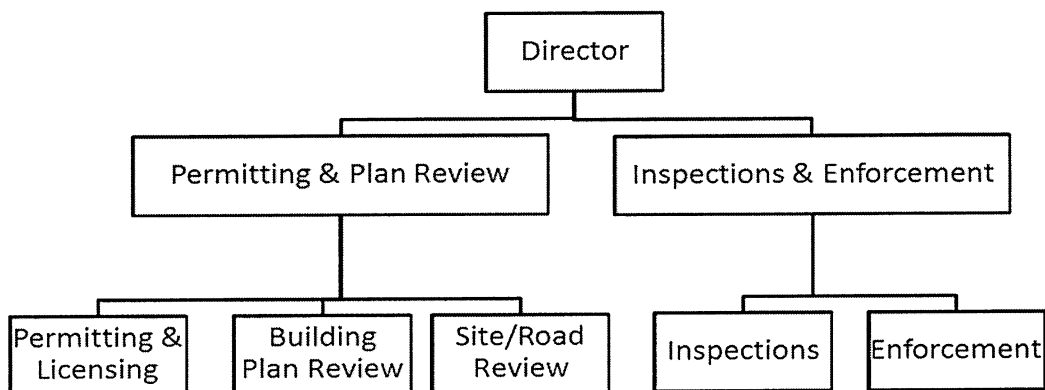
**Strategies to Accomplish the Objective -**

- **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 2015 KEY ACCOMPLISHMENTS**

- Obtained commitments from all collaborating agencies involved in the County's permitting processes to co-locate under one roof with DPIE – including the Office of Law, Maryland National Capital Park and Planning Commission (M-NCPPC), Soil Conservation District, State Highway Administration, Washington Suburban Sanitary Commission (WSSC), and the Health Department.
- Secured signed memorandums of understanding defining roles/responsibilities with M-NCPPC and WSSC.
- Opened newly-renovated second floor to house the Building and Site/Road plan review staffs, as well as the Planning Review staff of M-NCPPC, Soil Conservation District satellite office, and State Highway Administration.
- Opened newly renovated sixth floor for DPIE's Enforcement Division
- Extended availability of walk-through plan review services on the first-floor Permit Center from two days to four days, resulting in a better distribution of customers during the week.
- Initiated Peer Review Program for building and site/road plans using resources voluntarily provided by applicants to expedite commercial projects.
- Initiated Third-Party Plan Review Program using resources voluntarily provided by applicants to expedite commercial mega projects.
- Conducted employee satisfaction and customer satisfaction surveys to gauge employee and customer perceptions regarding DPIE and its performance.

**ORGANIZATIONAL CHART**

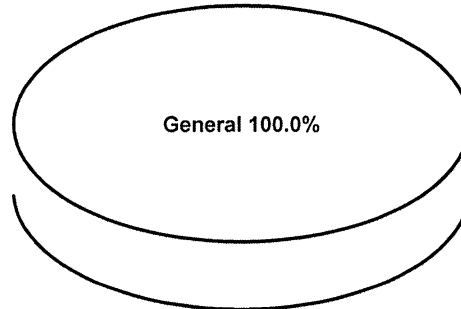


**FUNDS SUMMARY**

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
<b>TOTAL EXPENDITURES</b>	\$ 7,004,900	\$ 7,600,800	\$ 7,898,000	\$ 7,566,000	-0.5%
<b>EXPENDITURE DETAIL</b>					
Director's Office	2,667,665	2,851,200	2,545,000	2,954,800	3.6%
Permitting And Licensing	2,903,219	3,166,500	3,333,600	3,200,100	1.1%
Site/road Plan Review	2,872,120	3,014,400	3,484,000	3,158,500	4.8%
Building Plan Review	2,802,966	2,910,000	3,225,100	2,628,300	-9.7%
Inspections	5,583,489	6,437,700	6,280,300	6,459,800	0.3%
Enforcement	6,192,784	6,340,300	7,001,400	6,163,000	-2.8%
Recoveries	(16,017,343)	(17,119,300)	(17,971,400)	(16,998,500)	-0.7%
<b>TOTAL</b>	\$ 7,004,900	\$ 7,600,800	\$ 7,898,000	\$ 7,566,000	-0.5%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 7,004,900	\$ 7,600,800	\$ 7,898,000	\$ 7,566,000	-0.5%
<b>Other County Operating Funds:</b>					
<b>TOTAL</b>	\$ 7,004,900	\$ 7,600,800	\$ 7,898,000	\$ 7,566,000	-0.5%

**FY2016 SOURCES OF FUNDS**

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

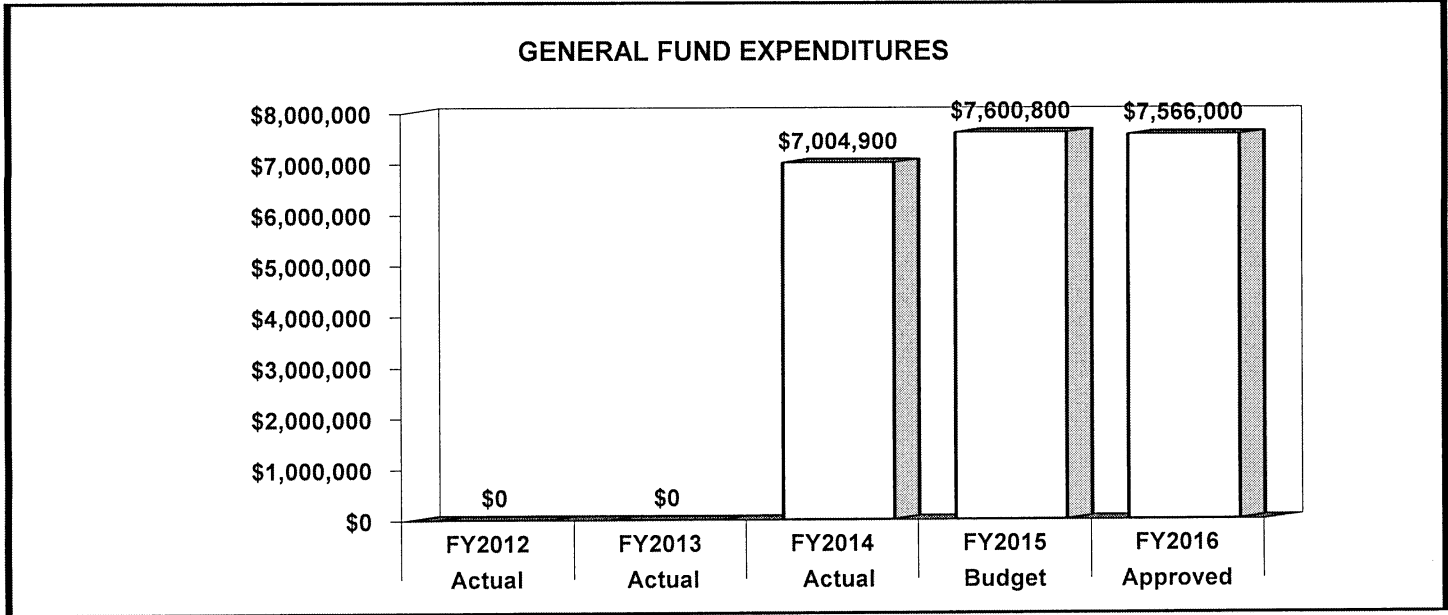


**PERMITTING, INSPECTIONS & ENFORCEMENT - 68**

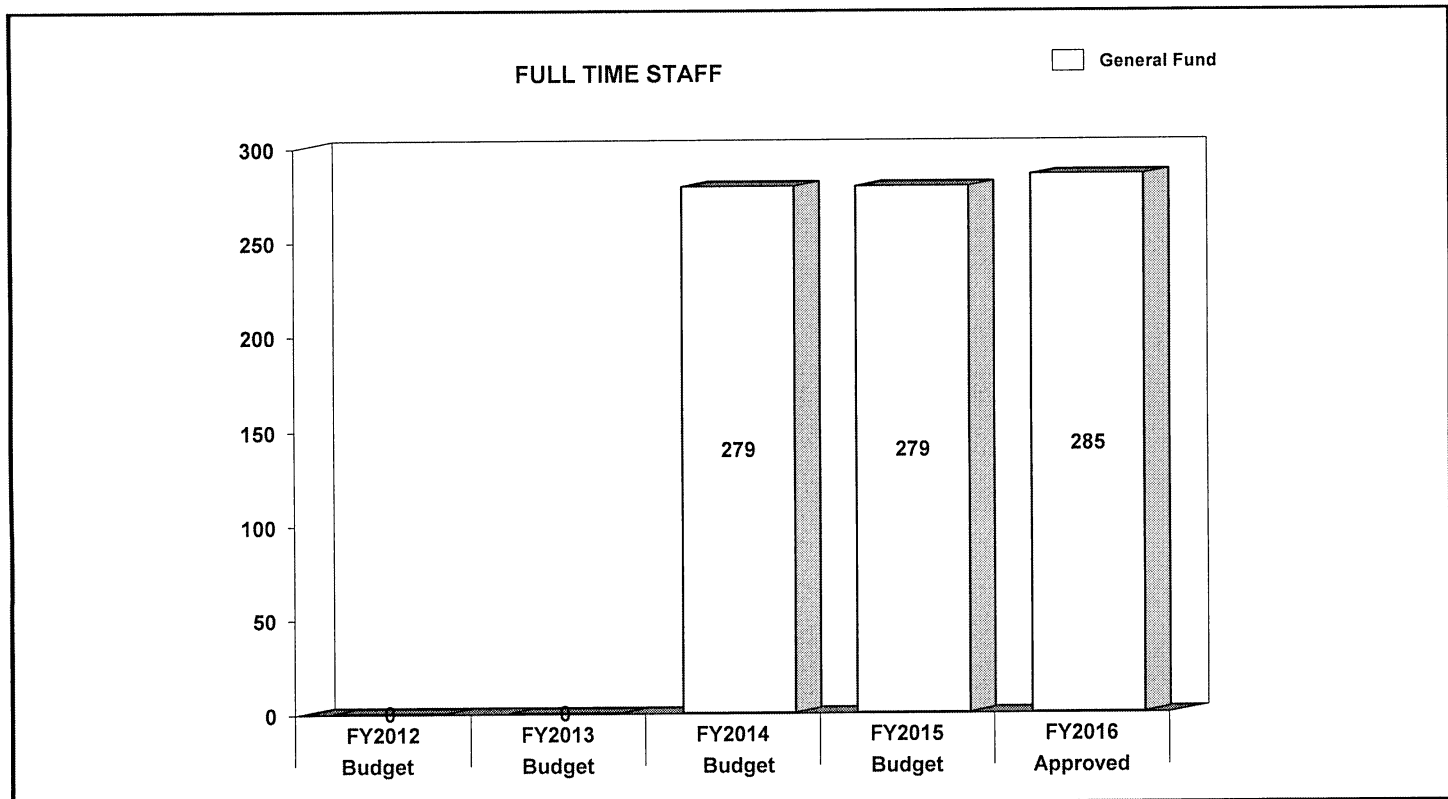
**STAFF SUMMARY**

	FY2014 BUDGET	FY2015 BUDGET	FY2016 APPROVED	CHANGE FY15-FY16
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	279	279	285	6
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	279	279	285	6
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	3	0	0
Associate Directors	6	0	0
Construction Standard Inspectors	58	0	0
Director	1	0	0
<b>TOTAL</b>	<b>285</b>	<b>0</b>	<b>0</b>



Historical data for FY 2012 and FY 2013 is not available since this agency was created in FY 2014. The FY 2016 approved budget is 0.5% less than FY 2015 budget due to salary lapse from spending controls.



This new agency's staffing represents the transfer of previous positions from the Department of the Environment, Department of Public Works & Transportation, and Health Department. The FY 2016 staffing totals increase by six positions over the FY 2015 budget for additional engineers for plan review.

# PERMITTING, INSPECTIONS & ENFORCEMENT - 68

## GENERAL FUND

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 14,993,478	\$ 16,168,800	\$ 16,582,200	\$ 15,967,700	-1.2%
Fringe Benefits	5,060,544	5,211,600	5,596,900	5,389,600	3.4%
Operating Expenses	2,968,221	3,339,700	3,690,300	3,207,200	-4%
Capital Outlay	0	0	0	0	0%
	<u>\$ 23,022,243</u>	<u>\$ 24,720,100</u>	<u>\$ 25,869,400</u>	<u>\$ 24,564,500</u>	<u>-0.6%</u>
Recoveries	(16,017,343)	(17,119,300)	(17,971,400)	(16,998,500)	-0.7%
<b>TOTAL</b>	<b>\$ 7,004,900</b>	<b>\$ 7,600,800</b>	<b>\$ 7,898,000</b>	<b>\$ 7,566,000</b>	<b>-0.5%</b>
<b>STAFF</b>					
Full Time - Civilian	-	279	-	285	2.2%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

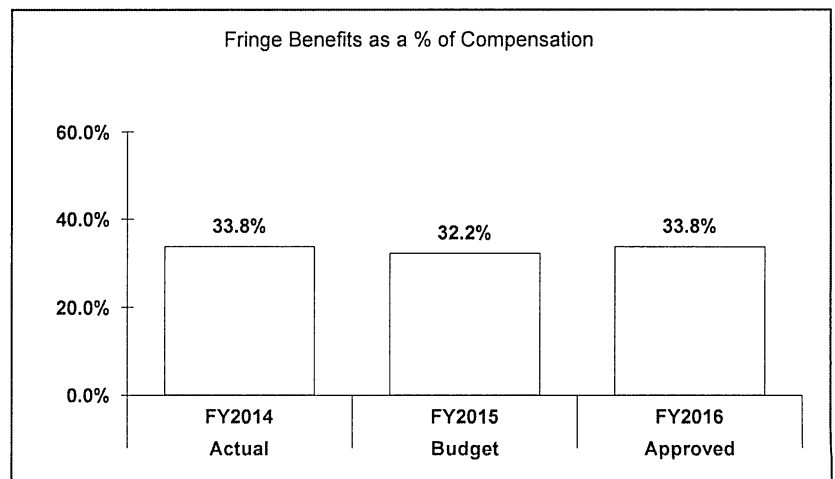
The organizational structure for DPIE provides for the consolidation and integration of all permit related functions and the personnel responsible for these functions in a single, highly accessible facility. This will enable these functions to be performed in a highly coordinated manner to expedite the review, approval and processing activities related to permit issuance, enforcement of property standards and issuance of related business licenses.

In FY 2016, compensation expenditures decrease 1.2% under the FY 2015 budget due to salary lapse partially offset by six additional engineers for plan review. Compensation costs includes funding for 280 out of 285 full-time employees. Fringe benefit expenditures increase 3.4% over the FY 2015 budget to reflect actual expenses.

In FY 2016, operating expenditures decrease 4.0% under the FY 2015 budget primarily due to office automation and operational contracts partially offset by office & operating equipment non-capital. Operating expenses reflect funding for permitting, inspections and enforcement.

In FY 2016, recoveries decrease 0.7% under the FY 2015 budget due to an increase in recoverable expenditures.

MAJOR OPERATING EXPENDITURES FY2016	
Operational Contracts	\$ 951,800
Office Automation	\$ 913,000
Vehicle and Heavy Equip Main.	\$ 414,400
Equipment Lease	\$ 192,800
Vehicle-Gas and Oil	\$ 184,900



**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, 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 2016, compensation expenditures increase 0.7% over the FY 2015 budget due to staffing complement partially offset by salary lapse. Compensation costs includes funding for 19 out of 22 full-time employees. Fringe benefits increase 13.7% over the FY 2015 budget to reflect actual expenses. Operating expenses increase 3.2% over FY 2015 due to equipment lease, vehicle equipment repair and maintenance and printing partially offset by office automation and other equipment repair and maintenance. Recoveries increase 3.8% over the FY 2015 budget due to an increase in recoverable expenditures.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,775,466	\$ 1,994,900	\$ 1,763,700	\$ 2,008,100	0.7%
Fringe Benefits	543,019	599,200	538,800	681,400	13.7%
Operating Expenses	349,180	257,100	242,500	265,300	3.2%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,667,665</b>	<b>\$ 2,851,200</b>	<b>\$ 2,545,000</b>	<b>\$ 2,954,800</b>	<b>3.6%</b>
Recoveries	(818,354)	(1,140,500)	(996,700)	(1,183,300)	3.8%
<b>TOTAL</b>	<b>\$ 1,849,311</b>	<b>\$ 1,710,700</b>	<b>\$ 1,548,300</b>	<b>\$ 1,771,500</b>	<b>3.6%</b>
<b>STAFF</b>					
Full Time - Civilian	-	22	-	22	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**PERMITTING AND LICENSING - 02**

The Permitting and Licensing Division is the face of DPIE. 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 41 full-time employees.

Permits Administration Section is responsible for core services of the agency such as application processing, plans 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 at least 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 2016, compensation expenditures increase 1.2% over the FY 2015 budget due to staffing complement. Fringe benefits increase 6.6% over the FY 2015 budget to reflect actual expenses. Operating expenses decrease 14.0% under FY 2015 due to office automation and printing. Recoveries increase 1.6% over the FY 2015 budget due to an increase in recoverable expenditures.

	<b>FY2014 ACTUAL</b>	<b>FY2015 BUDGET</b>	<b>FY2015 ESTIMATED</b>	<b>FY2016 APPROVED</b>	<b>CHANGE FY15-FY16</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 2,028,745	\$ 2,190,600	\$ 2,310,900	\$ 2,216,200	1.2%
Fringe Benefits	692,999	701,800	783,200	748,200	6.6%
Operating Expenses	181,475	274,100	239,500	235,700	-14%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,903,219</b>	<b>\$ 3,166,500</b>	<b>\$ 3,333,600</b>	<b>\$ 3,200,100</b>	<b>1.1%</b>
Recoveries	(1,847,573)	(1,741,600)	(1,840,000)	(1,769,100)	1.6%
<b>TOTAL</b>	<b>\$ 1,055,646</b>	<b>\$ 1,424,900</b>	<b>\$ 1,493,600</b>	<b>\$ 1,431,000</b>	<b>0.4%</b>
<b>STAFF</b>					
Full Time - Civilian	-	41	-	41	0%
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 36 full-time personnel who perform engineering plan and permit review and approval services pertaining to site grading, drainage, stormwater 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 2016, compensation expenditures increase 2.7% over the FY 2015 budget due to three additional engineers partially offset by salary lapse. Fringe benefits increase 9.8% over the FY 2015 budget to reflect actual expenses. Operating expenses increase 9.9% over FY 2015 due to vehicle equipment repair & maintenance and office & operating equipment non capital. Recoveries increase 5.5% over the FY 2015 budget due to an increase in recoverable expenditures.

	<b>FY2014 ACTUAL</b>	<b>FY2015 BUDGET</b>	<b>FY2015 ESTIMATED</b>	<b>FY2016 APPROVED</b>	<b>CHANGE FY15-FY16</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 2,036,812	\$ 2,127,200	\$ 2,449,600	\$ 2,184,100	2.7%
Fringe Benefits	704,412	680,900	841,100	747,700	9.8%
Operating Expenses	130,896	206,300	193,300	226,700	9.9%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,872,120</b>	<b>\$ 3,014,400</b>	<b>\$ 3,484,000</b>	<b>\$ 3,158,500</b>	<b>4.8%</b>
Recoveries	(2,283,257)	(2,562,300)	(2,963,000)	(2,704,300)	5.5%
<b>TOTAL</b>	<b>\$ 588,863</b>	<b>\$ 452,100</b>	<b>\$ 521,000</b>	<b>\$ 454,200</b>	<b>0.5%</b>
<b>STAFF</b>					
Full Time - Civilian	-	33	-	36	9.1%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%



**BUILDING PLAN REVIEW - 04**

Division of Building Plan Review is staffed by 37 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 2016, compensation expenditures decrease 11.7% under the FY 2015 budget due to salary lapse for spending controls partially offset by three additional engineers for plan review. Fringe benefits decrease 6.9% under the FY 2015 budget to reflect actual expenses. Operating expenses increase 1.4% over FY 2015 primarily due to office & operating equipment non capital, vehicle equipment repair / maintenance partially offset by office automation. Recoveries decrease 7.2% under the FY 2015 budget due to an increase in recoverable expenditures.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 2,033,069	\$ 2,048,700	\$ 2,295,500	\$ 1,809,100	-11.7%
Fringe Benefits	624,645	655,900	721,600	610,900	-6.9%
Operating Expenses	145,252	205,400	208,000	208,300	1.4%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,802,966</b>	<b>\$ 2,910,000</b>	<b>\$ 3,225,100</b>	<b>\$ 2,628,300</b>	<b>-9.7%</b>
Recoveries	(1,024,637)	(1,649,800)	(1,801,800)	(1,458,600)	-11.6%
<b>TOTAL</b>	<b>\$ 1,778,329</b>	<b>\$ 1,260,200</b>	<b>\$ 1,423,300</b>	<b>\$ 1,169,700</b>	<b>-7.2%</b>
<b>STAFF</b>					
Full Time - Civilian	-	34	-	37	8.8%
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, stormwater management, road/bridge/, and utility) and vertical (structural, electrical, mechanical, fire-life safety, energy, and accessibility) elements of new development or improved projects. The MDE delegates two-year enforcement authority to the County to conduct sediment and erosion control inspections. This authority is reviewed by the MDE on a biennial basis.

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 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 2016, compensation expenditures increase 0.5% over the FY 2015 budget due to staffing complement. Compensation costs includes funding for 66 out of 68 full-time employees. Fringe benefits increase 1.3% over the FY 2015 budget to reflect actual expenses. Operating expenses decrease 2.7% under FY 2015 due to gas & oil, office automation, and general office supplies partially offset by vehicle equipment repair & maintenance. Recoveries increase 1.0% over the FY 2015 budget due to an increase in recoverable expenditures.

	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ESTIMATED	FY2016 APPROVED	CHANGE FY15-FY16
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 3,756,940	\$ 4,343,200	\$ 3,838,700	\$ 4,363,600	0.5%
Fringe Benefits	1,374,802	1,464,500	1,395,000	1,483,500	1.3%
Operating Expenses	451,747	630,000	1,046,600	612,700	-2.7%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 5,583,489</b>	<b>\$ 6,437,700</b>	<b>\$ 6,280,300</b>	<b>\$ 6,459,800</b>	<b>0.3%</b>
Recoveries	(3,823,662)	(3,684,800)	(3,368,500)	(3,720,200)	1%
<b>TOTAL</b>	<b>\$ 1,759,827</b>	<b>\$ 2,752,900</b>	<b>\$ 2,911,800</b>	<b>\$ 2,739,600</b>	<b>-0.5%</b>
<b>STAFF</b>					
Full Time - Civilian	-	68	-	68	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**ENFORCEMENT - 06**

The Division of Enforcement is staffed by 81 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 note by the inspection staff. The function is to enforce the minimum standards of the Prince George's County Code.

**Division Summary:**

In FY 2016, compensation expenditures decrease 2.2% under the FY 2015 budget to align with actual expense that includes the impact of salary lapse for spending control measures. Fringe benefits increase 0.8% over the FY 2015 budget to reflect actual costs. Operating expenses decrease 6.1% under FY 2015 primarily due to operational contracts, printing and postage partially offset by office & operating equipment non-capital and telephone. Recoveries decrease 2.8% under the FY 2015 budget due to a decrease in recoverable expenditures.

	<b>FY2014 ACTUAL</b>	<b>FY2015 BUDGET</b>	<b>FY2015 ESTIMATED</b>	<b>FY2016 APPROVED</b>	<b>CHANGE FY15-FY16</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 3,362,446	\$ 3,464,200	\$ 3,923,800	\$ 3,386,600	-2.2%
Fringe Benefits	1,120,667	1,109,300	1,317,200	1,117,900	0.8%
Operating Expenses	1,709,671	1,766,800	1,760,400	1,658,500	-6.1%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 6,192,784</b>	<b>\$ 6,340,300</b>	<b>\$ 7,001,400</b>	<b>\$ 6,163,000</b>	<b>-2.8%</b>
Recoveries	(6,219,860)	(6,340,300)	(7,001,400)	(6,163,000)	-2.8%
<b>TOTAL</b>	<b>\$ (27,076)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0%</b>
<b>STAFF</b>					
Full Time - Civilian	-	81	-	81	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%