
SALT LAKE CITY COUNCIL MEMO

DATE: March 15, 2005

SUBJECT: Building Services and Licensing Division Briefing

STAFF REPORT BY: Sylvia Jones

The Building Services and Licensing Division is housed within the Community Development Department. The division is responsible for providing the following services:

1. Ensures businesses are licensed, and locations are zoned for the activity to be conducted.
2. Ensures that buildings meet safety code standards.
3. Enforces site development code compliance.
4. Enforces zoning code and building code compliance.
5. Conducts construction inspections.

Following the division's presentation, the Council may wish to ask the following questions:

1. What is the status of the One-Stop Permits study?
2. What is the average timeframe for reviewing and processing building permits?
3. Has the division maximized the use of technology for permits and licensing?

Council staff has provided a four-year budget history for the Building Services and Licensing Division.

Building Services and Licensing Budget Comparison		
Fiscal Year	Budget	Percent Change
2001-02	\$2,114,920	
2002-03	\$2,139,190	1.1%
2003-04	\$2,035,502	(4.8%)
2004-05	\$2,043,480	0.4%

The Administration has been asked to provide the following paperwork: (See attached.)

- A. A list of functions / services performed by the Division and an organizational chart, including the number of FTE's.
- B. Information on any service level measurements available (for example, x number of permits were issued last year, a 2 percent increase / decrease over the previous year).
- C. Responses to the following questions:
 - 1. What successes has your Division achieved in the recent past, and what successes do you see in the near future?
 - 2. What are the most significant challenges the Division will face in the near future?
 - 3. Have the services provided by the Division increased / decreased or remained the same over the past 2 or 3 years, and do you anticipate that service levels will increase, decrease, or remain the same in the near future?
 - 4. Are there service level improvements that could be made in your Division with a minimal investment of funding, or are there functions where additional resources may be needed in order to maintain current service levels?

A. LOUIS ZUNGUZE
PLANNING DIRECTOR

BRENT B. WILDE
DEPUTY PLANNING DIRECTOR

DOUGLAS L. WHEELWRIGHT, AICP
DEPUTY PLANNING DIRECTOR

SALT LAKE CITY CORPORATION
COMMUNITY DEVELOPMENT
PLANNING AND ZONING DIVISION

ROSS C. ANDERSON
MAYOR

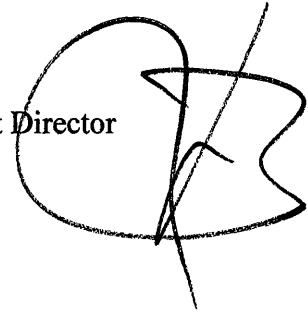
MEMORANDUM

TO: Salt Lake City Council Members

FROM: Louis Zunguze, Salt Lake City Community Development Director

DATE: March 15, 2005

RE: Division Functions Presentations



Members of the City Council:

Attached please find the Community Development Department's Division PowerPoint Presentations for the City Council briefing scheduled for March 17, 2005. Please note that the summary of the Arts Council function is attached for your information.

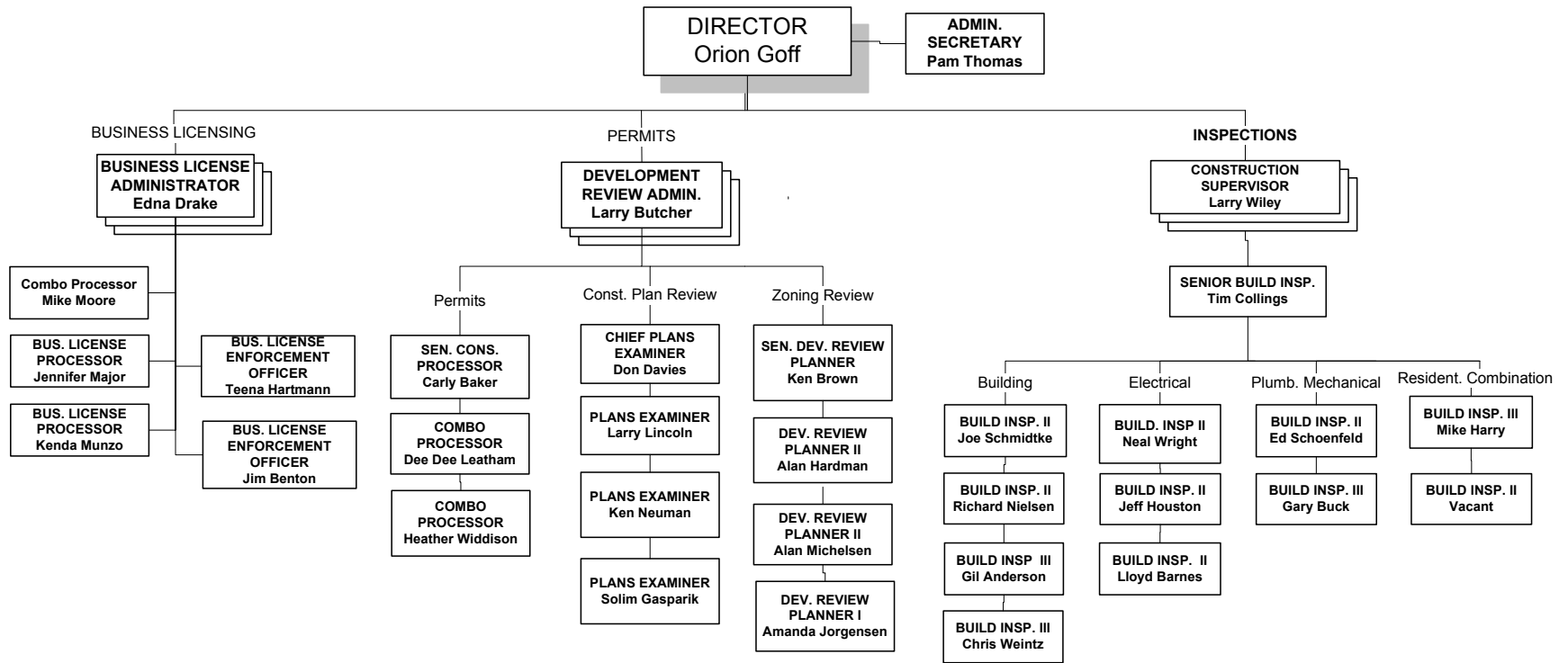
Thank you.

Cc: Rocky Fluhart, Management Services Director
Cindy Gust-Jensen, Executive Director of the City Council
Brent Wilde, Deputy Community Development Director
File

Building Services and Licensing



Building Services & Licensing (BSL)



BSL – *Business Licensing*

- ❑ Issue new business licenses
 - 2,500 annually – 2% Increase
 - ❑ Renew existing licenses
 - 14,000 annually
 - ❑ License enforcement
 - Ensure businesses are properly licensed and inspected
 - ❑ Collect Innkeepers tax
 - ❑ Administer the Freight Loading Parking Permits
 - 11,000 annually
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BSL – *Inspections*

- ❑ Inspects all new construction, renovations and remodels for compliance with International Code Council (ICC) regulations
 - 35,000 annually
 - ❑ Testing of building emergency/life safety systems before approving building occupancy
 - 35 annually
 - ❑ Contribute to development and modification of state and national building codes
 - ❑ Provide training programs to maintain state and national certifications and regulatory licensing requirements
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BSL – *Permits*

- ❑ Plan review for compliance with applicable codes
 - Building, electrical, plumbing and mechanical
 - ❑ Plan review for zoning ordinance compliance
 - ❑ Issue building permits
 - approx. 8500 annually
 - ❑ Oversee unit legalization process
 - 100 annually
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BSL – Successes

- Additional Plan Review Staff Has Reduced Plan Review Timeframes
 - Cross Trained Permit Processors
 - New Business Licensing Program Allows In House Printing Of Renewals and Certificates
 - Business Licensing Inspection Requests/Results Transmitted Via E-Mail
 - 69,544 Building Permit Inspections (2004)
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BSL - Challenges

- Consultant Report – One-Stop-Shop
 - FTE - Structural Engineer
 - FTE – Fire Protection Engineer
 - Re-configure Space for True One-Stop-Shop
 - New IVR System-Hitchhiking on Courts New System
 - Web-based Inspection Requests and Permit Applications
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BSL – Challenges (continued)

- Mobile Data Units-Real-time Inspection Results
 - Inspector Access to In-house Data Bases
 - Training for Multi-Disciplined Field Inspectors
 - Employee Incentive to Attain Combination Inspector Certification
 - Cross-training in Plan Review and Public Counter Coverage
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