



INSPECTIONAL SERVICES DEPARTMENT

DEPARTMENT DESCRIPTION

Our long-standing motto: “Strict code enforcement makes the city safer,” reveals the mission of the Inspectional Services Department (ISD). We strive to build a safe environment for the citizens of the City of Newton by enforcing all applicable state and local codes and ordinances in a fair and equitable manner. We strive to provide professional, courteous and user-friendly customer service.

Our code enforcement efforts ensure the public that the highest standards of public safety are achieved during construction. Inspectional Services provides a valuable public resource for record keeping, technical information, and review for compliance with codes and ordinances. Through an integrated approach with the Planning and Development and City Solicitor’s Departments, we provide clear and understandable interpretations of the zoning ordinances and decisions of Department personnel and the Commissioner of Inspectional Services with regard to the State Building Code.

Inspectional Services takes a proactive approach toward code enforcement while employing a constructive engagement management style in dealing with compliance resolution. Inspectional Services is committed to the education and advancement of all of its employees in technical areas as well as in all aspects of public relations and customer service.

- Provide prompt, accurate and understandable building and zoning information to the public and building professionals.

- Examine plans for Zoning and Building Code compliance.
- Issue permits for the construction of new buildings, as well as demolition, renovation and additions to existing buildings and structures.
- Inspect buildings and structures while in the process of construction, reconstruction, renovation and demolition, as well as periodic and licensing inspections of existing places of public assembly.
- Investigate and act upon complaints of zoning and building code violations, including legal actions and Zoning Board of Appeals cases.
- Staff various committees and commissions of the City to provide technical support.
- Report quarterly to the Mayor and the Board of Aldermen, with a comparative statistical analysis of all zoning and land use complaints and numbers and types of permits issued.
- Maintain the official building files of all real property in the City of Newton, while allowing public access.

ACCOMPLISHMENTS

1. Filled Code Enforcement Officer position. Implemented a consistent approach to enforcement complaints. Caught up on backlog of complaints and have pursued new complaints in a timely manner.
2. Zoning Task Force - Assisted in the completion of the work of the Zoning Task Force. Forwarded

recommendations to the Board of Alderman for possible zoning amendments.

3. Implemented the consistent use of hand held computers to record inspections, field notes, etc.
4. Supplemented inspectors field equipment to provide additional safety equipment.
5. All inspectors have to attend seminars to become familiar with the new 7th Edition of Massachusetts State Building Code for 1 & 2 Family Dwellings.
6. Vault reorganization. Took a team approach to the cleaning, purging and reorganization of the Inspectional Services vault, which eliminated years of debris and antiquated equipment and supplies. Installed new shelving.

GOALS AND OBJECTIVES

1. Create additional opportunities for education sessions on zoning code issues for all office personnel, therefore allowing more sources of information at the front counter, and thereby improving customer service.
2. Transition to digital data storage for "new" as-built plans, thus eliminating the need to store large quantities of paper building plans.
3. Automate and/or simplify requirements for certain plans/permit submissions. Initiate "short" form.
4. Examine and simplify fee structure for mechanical permits.
5. Examine several sections of the existing city ordinances for minor modifications to allow the city to be more user friendly, such as: temporary signs, sign approvals, drainage requirements, etc.

DEPARTMENT:

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**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	769,054	856,219	825,991	67,071	893,062	882,978	-10,084	-1%
52 - EXPENSES	42,087	41,401	48,692	0	48,692	53,810	5,118	11%
58 - DEBT AND CAPITAL	0	0	0	0	0	20,000	20,000	100%
SUB-TOTALS:	811,141	897,620	874,683	67,071	941,754	956,788	15,034	2%
57 - FRINGE BENEFITS	138,884	149,542	146,116	-4,865	141,251	161,663	20,412	14%
SUB-TOTALS:	138,884	149,542	146,116	-4,865	141,251	161,663	20,412	14%
DEPARTMENT TOTALS:	950,025	1,047,163	1,020,799	62,206	1,083,005	1,118,451	35,446	3%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0122001 INSPECTIONAL SVS ADMIN	187,206	265,948	291,658	-9,715	281,943	375,406	93,463	33%
0122002 BLDG CODE/ZONING ENFMT	377,267	382,819	314,756	71,480	386,236	405,269	19,033	5%
0122003 MECHANICAL INSPECTIONS	383,297	395,138	409,785	441	410,226	333,176	-77,050	-19%
0122004 BLDG/ZONING ADJUD.	2,256	3,257	4,600	0	4,600	4,600	0	0%
DEPARTMENT TOTALS:	950,025	1,047,163	1,020,799	62,206	1,083,005	1,118,451	35,446	3%

INSPECTIONAL SVS ADMIN	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	134,503	200,643	218,601	-200	218,401	269,244	50,843	23%
52 - EXPENSES	26,754	26,441	28,793	-760	28,033	37,463	9,430	34%
58 - DEBT AND CAPITAL	0	0	0	0	0	20,000	20,000	100%
SUB-TOTALS:	161,257	227,084	247,394	-960	246,434	326,707	80,273	33%
57 - FRINGE BENEFITS	25,949	38,864	44,264	-8,755	35,509	48,699	13,190	37%
SUB-TOTALS:	25,949	38,864	44,264	-8,755	35,509	48,699	13,190	37%
Element Totals:	187,206	265,948	291,658	-9,715	281,943	375,406	93,463	33%

BLDG CODE/ZONING ENFMT	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	317,361	327,184	267,296	67,271	334,567	338,613	4,046	1%
52 - EXPENSES	5,545	4,529	7,082	338	7,420	5,775	-1,645	-22%
SUB-TOTALS:	322,906	331,713	274,378	67,609	341,987	344,388	2,401	1%
57 - FRINGE BENEFITS	54,360	51,106	40,378	3,870	44,248	60,881	16,633	38%
SUB-TOTALS:	54,360	51,106	40,378	3,870	44,248	60,881	16,633	38%
Element Totals:	377,267	382,819	314,756	71,480	386,236	405,269	19,033	5%

MECHANICAL INSPECTIONS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	317,190	328,393	340,094	0	340,094	275,121	-64,973	-19%
52 - EXPENSES	7,532	7,174	8,217	422	8,639	5,972	-2,667	-31%
SUB-TOTALS:	324,722	335,567	348,311	422	348,733	281,093	-67,640	-19%
57 - FRINGE BENEFITS	58,575	59,572	61,474	20	61,494	52,083	-9,411	-15%
SUB-TOTALS:	58,575	59,572	61,474	20	61,494	52,083	-9,411	-15%
Element Totals:	383,297	395,138	409,785	441	410,226	333,176	-77,050	-19%

BLDG/ZONING ADJUD.	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
52 - EXPENSES	2,256	3,257	4,600	0	4,600	4,600	0	0%
SUB-TOTALS:	2,256	3,257	4,600	0	4,600	4,600	0	0%
Element Totals:	2,256	3,257	4,600	0	4,600	4,600	0	0%

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**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Inspec Srvs Commissionr	H13	1	101,187	1	103,223
	Admin Assistant	S06	1	47,735	1	48,919
	Front Counter Superv	S	0	0	1	44,777
	Land Use/Zone Enf Agent	H08	1	67,224	1	68,325
	Chief Building Inspect	H09	1	75,220	1	76,733
	Building Inspector	IBI	1	63,209	1	63,526
	Building Inspector	IBI	2	126,417	2	127,052
	Sr. Building Inspector	ISI	1	67,072	1	69,153
	Sr Plumb/Gas Fitting In	ISI	1	70,432	1	70,785
	Sr Wire Inspector	ISI	1	70,432	1	70,785
	Wire Inspector	IBI	1	63,209	1	63,526
	Plumb/Gas Fitting Inspc	IBI	2	126,417	1	63,526
Account Totals:			13	878,553	13	870,329
Report Totals:			13	878,553	13	870,329