



## 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 7<sup>th</sup> 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:

220 - INSPEC SERVICE DEPARTMENT

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

| OBJECT SUMMARY            | ACTUAL<br>2006 | ACTUAL<br>2007 | 2008             |               |                  | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |             |
|---------------------------|----------------|----------------|------------------|---------------|------------------|---------------------|----------------------|-------------|
|                           |                |                | ORIGINAL         | ADJUSTMENTS   | TOTAL            |                     | 2008 To 2009         |             |
| 51 - PERSONAL SERVICES    | 778,537        | 769,054        | 824,660          | 37,844        | 862,504          | 825,991             | -36,513              | -4%         |
| 52 - EXPENSES             | 39,976         | 42,087         | 45,880           | -293          | 45,587           | 48,692              | 3,105                | 7%          |
| <b>SUB-TOTALS:</b>        | <b>818,513</b> | <b>811,141</b> | <b>870,540</b>   | <b>37,551</b> | <b>908,091</b>   | <b>874,683</b>      | <b>-33,408</b>       | <b>-4%</b>  |
| 57 - FRINGE BENEFITS      | 131,872        | 138,884        | 162,777          | 0             | 162,777          | 146,116             | -16,661              | -10%        |
| <b>SUB-TOTALS:</b>        | <b>131,872</b> | <b>138,884</b> | <b>162,777</b>   | <b>0</b>      | <b>162,777</b>   | <b>146,116</b>      | <b>-16,661</b>       | <b>-10%</b> |
| <b>DEPARTMENT TOTALS:</b> | <b>950,385</b> | <b>950,025</b> | <b>1,033,317</b> | <b>37,551</b> | <b>1,070,868</b> | <b>1,020,799</b>    | <b>-50,069</b>       | <b>-5%</b>  |

| FUNCTIONAL ELEMENT SUMMARY     | ACTUAL<br>2006 | ACTUAL<br>2007 | 2008             |               |                  | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |            |
|--------------------------------|----------------|----------------|------------------|---------------|------------------|---------------------|----------------------|------------|
|                                |                |                | ORIGINAL         | ADJUSTMENTS   | TOTAL            |                     | 2008 To 2009         |            |
| 0122001 INSPECTIONAL SVS ADMIN | 240,783        | 187,206        | 271,846          | 11,821        | 283,667          | 291,658             | 7,991                | 3%         |
| 0122002 BLDG CODE/ZONING ENFMT | 321,630        | 377,267        | 375,728          | 11,640        | 387,368          | 314,756             | -72,612              | -19%       |
| 0122003 MECHANICAL INSPECTIONS | 385,281        | 383,297        | 381,143          | 15,130        | 396,273          | 409,785             | 13,512               | 3%         |
| 0122004 BLDG/ZONING ADJUD.     | 2,691          | 2,256          | 4,600            | -1,040        | 3,560            | 4,600               | 1,040                | 29%        |
| <b>DEPARTMENT TOTALS:</b>      | <b>950,385</b> | <b>950,025</b> | <b>1,033,317</b> | <b>37,551</b> | <b>1,070,868</b> | <b>1,020,799</b>    | <b>-50,069</b>       | <b>-5%</b> |

| INSPECTIONAL SVS ADMIN | ACTUAL<br>2006 | ACTUAL<br>2007 | 2008           |               |                | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |           |
|------------------------|----------------|----------------|----------------|---------------|----------------|---------------------|----------------------|-----------|
|                        |                |                | ORIGINAL       | ADJUSTMENTS   | TOTAL          |                     | 2008 To 2009         |           |
| 51 - PERSONAL SERVICES | 185,543        | 134,503        | 199,978        | 12,054        | 212,032        | 218,601             | 6,569                | 3%        |
| 52 - EXPENSES          | 27,784         | 26,754         | 29,205         | -233          | 28,972         | 28,793              | -179                 | -1%       |
| <b>SUB-TOTALS:</b>     | <b>213,327</b> | <b>161,257</b> | <b>229,183</b> | <b>11,821</b> | <b>241,004</b> | <b>247,394</b>      | <b>6,390</b>         | <b>3%</b> |
| 57 - FRINGE BENEFITS   | 27,457         | 25,949         | 42,663         | 0             | 42,663         | 44,264              | 1,601                | 4%        |
| <b>SUB-TOTALS:</b>     | <b>27,457</b>  | <b>25,949</b>  | <b>42,663</b>  | <b>0</b>      | <b>42,663</b>  | <b>44,264</b>       | <b>1,601</b>         | <b>4%</b> |
| <b>Element Totals:</b> | <b>240,783</b> | <b>187,206</b> | <b>271,846</b> | <b>11,821</b> | <b>283,667</b> | <b>291,658</b>      | <b>7,991</b>         | <b>3%</b> |

| BLDG CODE/ZONING ENFMT | ACTUAL<br>2006 | ACTUAL<br>2007 | 2008           |               |                | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |             |
|------------------------|----------------|----------------|----------------|---------------|----------------|---------------------|----------------------|-------------|
|                        |                |                | ORIGINAL       | ADJUSTMENTS   | TOTAL          |                     | 2008 To 2009         |             |
| 51 - PERSONAL SERVICES | 272,227        | 317,361        | 311,008        | 11,570        | 322,578        | 267,296             | -55,282              | -17%        |
| 52 - EXPENSES          | 4,119          | 5,545          | 6,112          | 80            | 6,192          | 7,082               | 890                  | 14%         |
| <b>SUB-TOTALS:</b>     | <b>276,347</b> | <b>322,906</b> | <b>317,120</b> | <b>11,650</b> | <b>328,770</b> | <b>274,378</b>      | <b>-54,392</b>       | <b>-17%</b> |
| 57 - FRINGE BENEFITS   | 45,283         | 54,360         | 58,608         | -10           | 58,598         | 40,378              | -18,220              | -31%        |
| <b>SUB-TOTALS:</b>     | <b>45,283</b>  | <b>54,360</b>  | <b>58,608</b>  | <b>-10</b>    | <b>58,598</b>  | <b>40,378</b>       | <b>-18,220</b>       | <b>-31%</b> |
| <b>Element Totals:</b> | <b>321,630</b> | <b>377,267</b> | <b>375,728</b> | <b>11,640</b> | <b>387,368</b> | <b>314,756</b>      | <b>-72,612</b>       | <b>-19%</b> |

| MECHANICAL INSPECTIONS | ACTUAL<br>2006 | ACTUAL<br>2007 | ORIGINAL       | 2008          |                | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |           |
|------------------------|----------------|----------------|----------------|---------------|----------------|---------------------|----------------------|-----------|
|                        |                |                |                | ADJUSTMENTS   | TOTAL          |                     | 2008 To 2009         |           |
| 51 - PERSONAL SERVICES | 320,767        | 317,190        | 313,674        | 14,220        | 327,894        | 340,094             | 12,200               | 4%        |
| 52 - EXPENSES          | 5,382          | 7,532          | 5,963          | 900           | 6,863          | 8,217               | 1,354                | 20%       |
| <b>SUB-TOTALS:</b>     | <b>326,149</b> | <b>324,722</b> | <b>319,637</b> | <b>15,120</b> | <b>334,757</b> | <b>348,311</b>      | <b>13,554</b>        | <b>4%</b> |
| 57 - FRINGE BENEFITS   | 59,132         | 58,575         | 61,506         | 10            | 61,516         | 61,474              | -42                  | 0%        |
| <b>SUB-TOTALS:</b>     | <b>59,132</b>  | <b>58,575</b>  | <b>61,506</b>  | <b>10</b>     | <b>61,516</b>  | <b>61,474</b>       | <b>-42</b>           | <b>0%</b> |
| <b>Element Totals:</b> | <b>385,281</b> | <b>383,297</b> | <b>381,143</b> | <b>15,130</b> | <b>396,273</b> | <b>409,785</b>      | <b>13,512</b>        | <b>3%</b> |

| BLDG/ZONING ADJUD.     | ACTUAL<br>2006 | ACTUAL<br>2007 | ORIGINAL     | 2008          |              | RECOMMENDED<br>2009 | APPROPRIATION CHANGE |            |
|------------------------|----------------|----------------|--------------|---------------|--------------|---------------------|----------------------|------------|
|                        |                |                |              | ADJUSTMENTS   | TOTAL        |                     | 2008 To 2009         |            |
| 52 - EXPENSES          | 2,691          | 2,256          | 4,600        | -1,040        | 3,560        | 4,600               | 1,040                | 29%        |
| <b>SUB-TOTALS:</b>     | <b>2,691</b>   | <b>2,256</b>   | <b>4,600</b> | <b>-1,040</b> | <b>3,560</b> | <b>4,600</b>        | <b>1,040</b>         | <b>29%</b> |
| <b>Element Totals:</b> | <b>2,691</b>   | <b>2,256</b>   | <b>4,600</b> | <b>-1,040</b> | <b>3,560</b> | <b>4,600</b>        | <b>1,040</b>         | <b>29%</b> |

DEPARTMENT:

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**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

| ACCOUNT                | POSITION TITLE          | RANGE | 2008<br>BUDGET |                | 2009<br>RECOMMENDED |                |
|------------------------|-------------------------|-------|----------------|----------------|---------------------|----------------|
|                        |                         |       | FTE            | SALARY         | FTE                 | SALARY         |
| 511001                 | Inspec Srvs Commissionr | H13   | 1              | 96,769         | 1                   | 101,187        |
| 511001                 | Admin Assistant         | S06   | 1              | 46,337         | 1                   | 47,735         |
| 511001                 | Land Use/Zone Enf Agent | H08   | 1              | 63,337         | 1                   | 66,229         |
| 511001                 | Chief Building Inspect  | H09   | 1              | 71,935         | 1                   | 75,220         |
| 511001                 | Building Inspector      | IBI   | 1              | 61,357         | 1                   | 63,209         |
| 511001                 | Building Inspector      | IBI   | 3              | 184,070        | 2                   | 126,417        |
| 511001                 | Sr Plumb/Gas Fitting In | ISI   | 1              | 68,368         | 1                   | 70,432         |
| 511001                 | Sr Wire Inspector       | ISI   | 1              | 68,595         | 1                   | 70,785         |
| 511001                 | Wire Inspector          | IBI   | 1              | 61,663         | 1                   | 63,526         |
| 511001                 | Plumb/Gas Fitting Inspc | IBI   | 2              | 123,327        | 2                   | 127,052        |
| <b>Account Totals:</b> |                         |       | <b>13</b>      | <b>845,756</b> | <b>12</b>           | <b>811,791</b> |
| <b>Report Totals:</b>  |                         |       | <b>13</b>      | <b>845,756</b> | <b>12</b>           | <b>811,791</b> |