



## 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. The Inspectional Services Department (ISD) has completed the evolution of the goal of “one stop shopping” at the ISD/ Development Services counter. Personnel from the ISD and Planning and Development (P&D) Departments have fully integrated their functions and are assisting the public with a customer driven approach
2. The reorganization of the plan examination process. The appointment of a new Chief Inspector/Plans examiner. This position has incorporated many new handouts, checklists and clarified interpretations, which has led to faster turn-arounds on permits and a considerable reduction in permit issuance errors.
3. The newly formed Joint Code Enforcement Task Force, involving ISD, Fire, Health, Police, Law, etc., is organized and operating as a team in approaching and solving code violations.
4. Active participation in the Zoning Code Task Force, which is attempting to re-write certain aspects of the Zoning Ordinance.

## GOALS AND OBJECTIVES

1. Increase the use of supplied technology to begin the transformation to more automated inspection reporting. Make better use of the scheduling, reporting and integration aspects of permitting software.
2. Expand the ISD web-site to include more Frequently Asked Questions (FAQs) and greater opportunities for citizens to answer their own zoning questions.
3. Upgrade inspection personnel’s field equipment to provide for safer, more efficient and complete inspections and reporting.
4. Provide educational opportunities for ISD personnel for the transition to the implementation of the 7<sup>th</sup> Edition of the State Building Code, 1 and 2 family.
5. Start a transition to digital data-storage capabilities by requiring the submission of as-built plans on CD. Explore the possibilities of complete digital access of ISD records.

DEPARTMENT:

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**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	806,884	778,537	815,685	0	815,685	824,660	8,975	1%
52 - EXPENSES	43,415	39,976	45,880	858	46,738	45,880	-858	-2%
<b>SUB-TOTALS:</b>	<b>850,299</b>	<b>818,513</b>	<b>861,565</b>	<b>858</b>	<b>862,423</b>	<b>870,540</b>	<b>8,117</b>	<b>1%</b>
57 - FRINGE BENEFITS	131,766	131,872	150,641	0	150,641	162,777	12,136	8%
<b>SUB-TOTALS:</b>	<b>131,766</b>	<b>131,872</b>	<b>150,641</b>	<b>0</b>	<b>150,641</b>	<b>162,777</b>	<b>12,136</b>	<b>8%</b>
<b>DEPARTMENT TOTALS:</b>	<b>982,065</b>	<b>950,385</b>	<b>1,012,206</b>	<b>858</b>	<b>1,013,064</b>	<b>1,033,317</b>	<b>20,253</b>	<b>2%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
0122001 INSPECTIONAL SVS ADMIN	201,202	240,783	187,535	-602	186,933	271,846	84,913	45%
0122002 BLDG CODE/ZONING ENFMT	353,037	321,630	444,658	-238	444,420	375,728	-68,692	-15%
0122003 MECHANICAL INSPECTIONS	424,730	385,281	375,413	857	376,270	381,143	4,873	1%
0122004 BLDG/ZONING ADJUD.	3,096	2,691	4,600	840	5,440	4,600	-840	-15%
<b>DEPARTMENT TOTALS:</b>	<b>982,065</b>	<b>950,385</b>	<b>1,012,206</b>	<b>858</b>	<b>1,013,064</b>	<b>1,033,317</b>	<b>20,253</b>	<b>2%</b>

INSPECTIONAL SVS ADMIN	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	147,778	185,543	132,353	0	132,353	199,978	67,625	51%
52 - EXPENSES	30,926	27,784	29,205	-665	28,540	29,205	665	2%
<b>SUB-TOTALS:</b>	<b>178,705</b>	<b>213,327</b>	<b>161,558</b>	<b>-665</b>	<b>160,893</b>	<b>229,183</b>	<b>68,290</b>	<b>42%</b>
57 - FRINGE BENEFITS	22,498	27,457	25,977	63	26,040	42,663	16,623	64%
<b>SUB-TOTALS:</b>	<b>22,498</b>	<b>27,457</b>	<b>25,977</b>	<b>63</b>	<b>26,040</b>	<b>42,663</b>	<b>16,623</b>	<b>64%</b>
<b>Element Totals:</b>	<b>201,202</b>	<b>240,783</b>	<b>187,535</b>	<b>-602</b>	<b>186,933</b>	<b>271,846</b>	<b>84,913</b>	<b>45%</b>

BLDG CODE/ZONING ENFMT	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	301,741	272,227	372,332	0	372,332	311,008	-61,324	-16%
52 - EXPENSES	3,911	4,119	6,112	25	6,137	6,112	-25	0%
<b>SUB-TOTALS:</b>	<b>305,652</b>	<b>276,347</b>	<b>378,444</b>	<b>25</b>	<b>378,469</b>	<b>317,120</b>	<b>-61,349</b>	<b>-16%</b>
57 - FRINGE BENEFITS	47,385	45,283	66,214	-262	65,952	58,608	-7,344	-11%
<b>SUB-TOTALS:</b>	<b>47,385</b>	<b>45,283</b>	<b>66,214</b>	<b>-262</b>	<b>65,952</b>	<b>58,608</b>	<b>-7,344</b>	<b>-11%</b>
<b>Element Totals:</b>	<b>353,037</b>	<b>321,630</b>	<b>444,658</b>	<b>-238</b>	<b>444,420</b>	<b>375,728</b>	<b>-68,692</b>	<b>-15%</b>

MECHANICAL INSPECTIONS	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	357,365	320,767	311,000	0	311,000	313,674	2,674	1%
52 - EXPENSES	5,482	5,382	5,963	658	6,621	5,963	-658	-10%
<b>SUB-TOTALS:</b>	<b>362,846</b>	<b>326,149</b>	<b>316,963</b>	<b>658</b>	<b>317,621</b>	<b>319,637</b>	<b>2,016</b>	<b>1%</b>
57 - FRINGE BENEFITS	61,884	59,132	58,450	200	58,650	61,506	2,856	5%
<b>SUB-TOTALS:</b>	<b>61,884</b>	<b>59,132</b>	<b>58,450</b>	<b>200</b>	<b>58,650</b>	<b>61,506</b>	<b>2,856</b>	<b>5%</b>
<b>Element Totals:</b>	<b>424,730</b>	<b>385,281</b>	<b>375,413</b>	<b>857</b>	<b>376,270</b>	<b>381,143</b>	<b>4,873</b>	<b>1%</b>

BLDG/ZONING ADJUD.	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	3,096	2,691	4,600	840	5,440	4,600	-840	-15%
<b>SUB-TOTALS:</b>	<b>3,096</b>	<b>2,691</b>	<b>4,600</b>	<b>840</b>	<b>5,440</b>	<b>4,600</b>	<b>-840</b>	<b>-15%</b>
<b>Element Totals:</b>	<b>3,096</b>	<b>2,691</b>	<b>4,600</b>	<b>840</b>	<b>5,440</b>	<b>4,600</b>	<b>-840</b>	<b>-15%</b>

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**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Inspec Srvs Commissionr	H13	1	89,622	1	89,967
511001	Admin Assistant	S06	1	42,281	1	43,922
511001	Land Use/Zone Enf Agent	H08	1	62,399	1	62,639
511001	Chief Building Inspect	H09	1	66,767	1	67,024
511001	Sr. Building Inspector	ISI	1	65,137	1	65,388
511001	Building Inspector	IBI	3	175,027	3	176,046
511001	Sr Plumb/Gas Fitting In	ISI	1	65,137	1	65,388
511001	Sr Wire Inspector	ISI	1	63,641	1	65,189
511001	Wire Inspector	IBI	1	58,457	1	58,682
511001	Plumb/Gas Fitting Inspc	IBI	2	116,915	2	117,364
<b>Account Totals:</b>			<b>13</b>	<b>805,384</b>	<b>13</b>	<b>811,610</b>
<b>Report Totals:</b>			<b>13</b>	<b>805,384</b>	<b>13</b>	<b>811,610</b>