

## ADDITIONAL FTE REQUEST

### DEPARTMENT: Development Services – Building Department

---

Development Services (DS) is requesting to increase its staff complement within the Building Department by 1.00 additional FTE for a, potentially titled, Plan Checker. The annual cost for the proposed position, including benefits, is \$94,100 (\$72,800 plus benefits).

### BACKGROUND

In 2018 CSR D Building Inspection services was expanded from Electoral Area F to also include Electoral Areas B and E. As part of that expanded service the Board approved two additional staff positions: one additional Building Inspector, and one Building Inspection Assistant.

In 2019 the CSR D Building Inspection service was again expanded to now also include Electoral Area C. Due to the significant population and housing in Electoral Area C, and an estimated increase in the number of annual building permits, staff had proposed that two additional Building Inspectors be hired for that expanded service. Due to budget concerns, in 2019 only one additional Building Inspector was hired for the expanded service. Budget discussion at the time was that the decision to add another position to the Building Department should be delayed until the workload and number of permits for the newly introduced building inspection service in Electoral Area C was better understood.

Due to the significant building permit activity encountered in the participating Electoral Areas over the last two years, as highlighted within this document, and the increased regulation being put on staff via the new provincial Building Act, it is recommended that the Board support the addition of one full-time Plan Checker position in the budget for 2021.

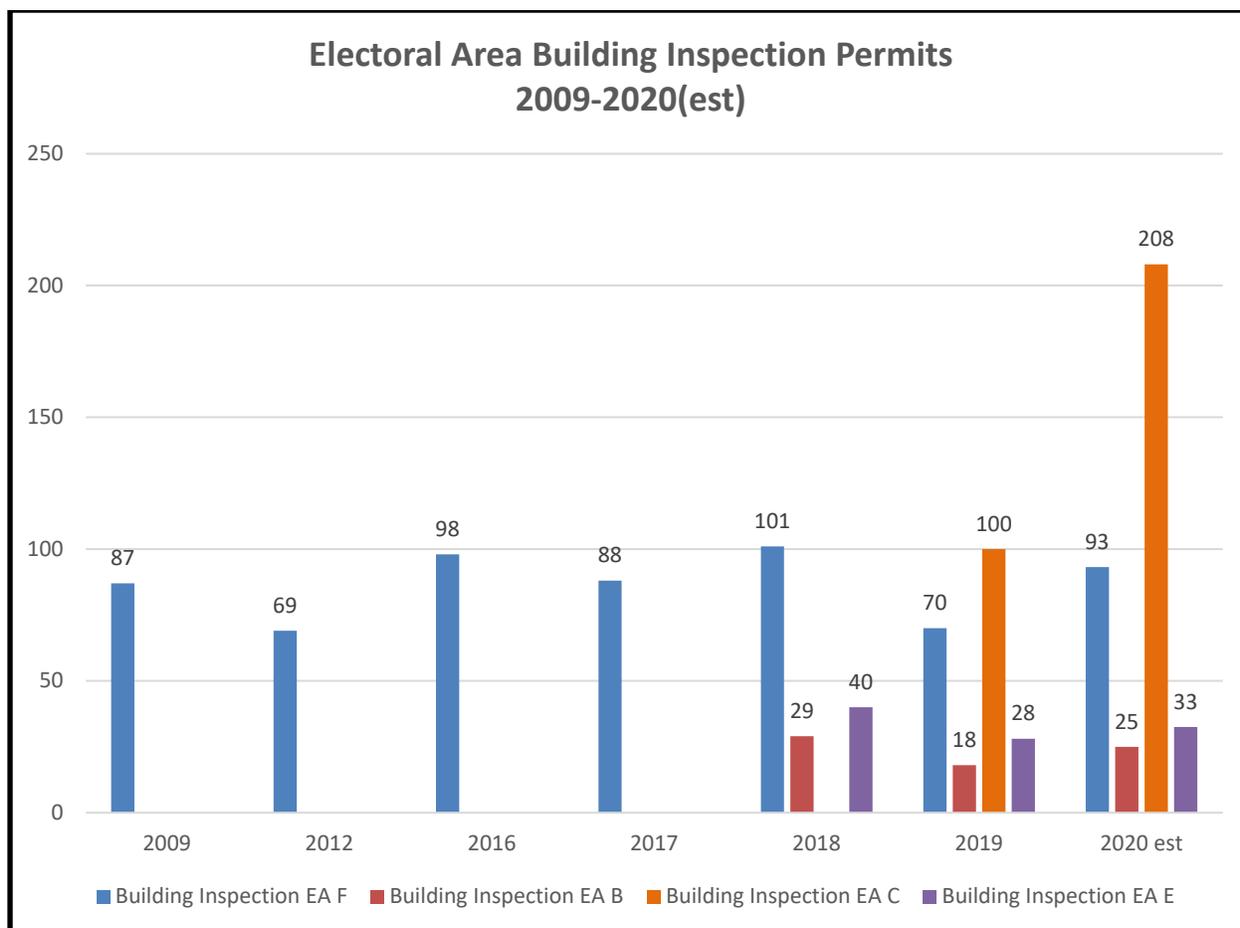
At the September 29, 2020 meeting, the Electoral Area Directors (EAD) recommended that an additional FTE be included in the 2021 budget:

*Motion - "THAT: the Electoral Area Directors Committee recommends that the Board hire an additional Building Inspector, with funds to be approved in the 2021 budget."*

Having similar qualifications and performing similar duties to that of a Building Inspector, a Plan Checker would be responsible for the initial review of building permit applications and their compliance with the BC Building Code. It is this position which is deemed critical to providing increased customer service and efficiencies in the building permit application process.

## WORKLOAD

There has been a significant increase in the number of building permits to the Building Department over the last three years with the expansion of the building inspection service; from 88 permit applications in 2017, to 359 permits in 2020. Notably, between 2019 and 2020 there was an increase in building permit applications of approximately 66% (or 143 applications).



The additional applications beyond 2019 levels have resulted in a significant bottle neck during the intake process as a result of capacity issues due to a single staff person being responsible for that process. A Plan Checker, qualified as a Building Official Association of BC Level I Building Official, will allow for more efficient processing, initial review and analysis of building permit applications. It is anticipated that the proposed additional staff resourcing within the department will increase service levels and see applications processed in a timelier manner. Further, an appropriately qualified Plan Checker would allow for some additional capacity in the department to better manage growth in front counter or email enquiries as well as providing coverage during medical or vacation leave.

**VALUE TO STAKEHOLDERS**

Anticipated outcomes include a reduction in the time that is necessary to process building permit applications resulting in an overall increased level of service. The difficulty and coordination in the scheduling of trades, required site preparation, meeting of servicing requirements, getting professional reports completed, and the seasonal limitations of undertaking construction makes construction a very time sensitive industry in the CSRD. Making the building permit process more efficient and increasing turn-around times for applicants would enable applicants/landowners to move forward with construction projects in a timelier fashion commensurate with their resources.

**ENDORSED BY:**

- Electoral Area Directors (September 29, 2020)
- CAO
- Manager Development Services
- Team Leader, Building & Bylaw Services

**SUMMARY:**

The request is for the Board to support: one 1.0 FT union staff (Plan Checker) to provide the necessary capacity during unparalleled growth of building permit applications within the Building Department. Additionally, the role of the new Plan Checker will be utilized to provide further assistance to meet public service level standards in a timelier fashion.

Respectfully submitted,



Marty Herbert  
Team Leader, Building & Bylaw Services