

BUILDING CODE EFFECTIVENESS GRADING SCHEDULE QUESTIONNAIRE

This questionnaire measures the resources and support made available to *building code* enforcement and the use of those resources as they apply to the mitigation of the natural hazards common to the *jurisdiction* being measured.

Please use the same
12-month period
when answering all questions in this questionnaire.

We have included a glossary to help you complete this questionnaire. Terms in italics are in the glossary.



Name of *Jurisdiction*: _____

Name and Title of *jurisdiction* Representative who filled out this questionnaire:

12-month period of time used for information throughout the questionnaire:

_____ to _____, 20 _____

BUILDING CODE EFFECTIVENESS GRADING SCHEDULE GLOSSARY

* It is recommended that this section be read *prior* to filling out the questionnaire. Some definitions are specific to the BCEGS program and will aid in the accurate completion of the questionnaire.

Addition - Construction that increases the square footage or the footprint of a building. This type of work requires structural components. Benchmarks for plan review and *inspections* are equivalent to those used in new buildings.

Administration - Time spend running the department, dealing with budget issues, coordinating with other departments, and resolving personnel problems. Administration time does not include time spend supervising individual staff members. Administration time is *for Building Officials* only.

Bonding Requirements - *Jurisdictions* earn credit by requiring bonds designed to protect the consumer and fund the completion of the project if the building contractor is unable or unwilling to fulfill original obligations.

Building Official - the head of the department which performs construction *inspections* and plan reviews.

Building Code - *Jurisdictions* earn credit by adopting and enforcing the latest code edition of a nationally recognized building-code organization. The organization must also provide training, individual certification, and product/procedure evaluation services to be considered a nationally recognized building-code organization. Jurisdictions can earn partial credit for adopted regulations not developed by a nationally recognized building-code organization. Jurisdictions may also earn partial credit if state or local amendments modify or delete provisions for natural-hazard mitigation within the adopted nationally recognized building codes. ISRB will compare the adopted code to the latest edition of nationally recognized building codes.

Certified - An individual is certified when he or she has met the minimum training and testing requirements specified by a nationally recognized building code organization or equivalent.

Code Enforcement Official - a person engaged in performing plan reviews and/or field *inspections* to determine compliance with a building, plumbing, mechanical, fuel gas, energy, urban/wildland, or electrical code. May also include personnel *certified* in an element of *building code* enforcement whose primary function is customer service. For the purposes of the BCEGS program zoning code, property maintenance, and fire code enforcement related to property maintenance are not creditable.

Commercial - Includes buildings or structures or any appurtenances connected or attached to such buildings or structures i.e. industrial, multifamily.

Critical Facilities - Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic and/or water-reactive materials; hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a flood; police stations, fire stations, vehicle and equipment storage facilities, and emergency operations centers that are needed for flood response activities before, during, and after a flood; and public and private utility facilities that are vital to maintaining or restoring normal services to flooded areas before, during, and after a flood.

Employee Data Sheet - Complete this form, included at the end of the questionnaire, for each code-enforcement employee or contract inspector/plan reviewer. You must follow the following guidelines when completing this form:

1. Only *Building Officials* may indicate responsibility in the **Administration** field.
2. The percentages you list in the **Administration** field and items **A** through **T** should total 100%
3. If you list a certain percentage in the **Supervise Plan Review** field, you must record at least that percentage for plan review activities in items **A** through **T**.
4. If you list a certain percentage in the **Supervise Field Inspectors** field, you must record at least that percentage for field inspector activities in items **A** through **T**.

BUILDING CODE EFFECTIVENESS GRADING SCHEDULE

GLOSSARY

Enterprise System - An accounting method used when fees collected by the building department provide funding for department expenses. This system is most common with independent or third-party agencies.

Fair-Market Value - The agreed-upon price of a willing buyer and seller without undue pressure.

General Fund - An accounting method used when the *Jurisdiction* deposits fees collected by the building department into a specific line item or a general fund. The fund provides for the department's expenses. This system is common when the department is part of the *jurisdiction's* governing body.

General or Comprehensive Plan - The local comprehensive plan is the adopted official statement of a local government's legislative body that sets forth goals, policies, and guidelines intended to direct the present and future physical, social, and economic development within its planning jurisdiction. The plan includes a unified strategy for the public and private development and conservation of land and water.

Inspection - A construction-site visit to determine compliance of construction standards. One inspection determines compliance for one trade. A cross-trained inspector can perform multiple inspections during a single site visit. The BCEGS program tracks the number of inspections, not the number of site visits. The inspection count should include inspections for remodel /addition projects as well as new construction. The inspection count should also include re-inspections.

Jurisdiction - the common name for the area - with defined political boundaries - served by the building department. Jurisdictions include, but are not limited to cities, towns, townships, boroughs, villages, counties, parishes.

Plan Review - The plan review process shall occur before the department issues a permit. The *Building Official* shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examination whether the construction indicated and described is in accordance with the requirements of the adopted *Building Code* and any other pertinent laws or ordinances. All buildings not classified, as 1 and 2 family dwellings are *commercial* buildings. Due to the inherent complexity of *commercial* buildings, the BCEGS program does not include a guide for plan review of those structures.

Plan Review, 1&2 Family

The following six items represent the minimum acceptable level of plan review for inclusion in the BCEGS program.

- 1) Plot Plan
 - location of the building on the site, as well as required setbacks, easements, property lines.
- 2) Footing / Foundation
 - minimum frost depth
 - for basement and crawlspace construction: a description of footing material and dimensions, as well as foundation wall material and dimension and maximum depth of unbalanced fill being supported, and dimensions of any internal piers
 - for slab on ground construction: a description of the slab and haunch detail being used.
- 3) Wood Framed Floors
 - live loads being supported, size of joists, type of joist (solid sawn or engineered), span of joists, spacing of joints, minimum required wood grade of joists, span/material/dimension of intermediate girders, anchorage requirements (anchor bolts/straps - number, spacing, size, etc.), type / minimum required grade of floor sheathing.
- 4) Wood framed walls
 - size (2x4, 2x6) and spacing of studs, minimum required wood grade
 - size/span/material of headers
 - type of lateral support (structural sheathing, let-in braces etc.)

BUILDING CODE EFFECTIVENESS GRADING SCHEDULE

GLOSSARY

- 5) Wood Framed Roofs
 - live loads being supported, size of members, type of members (solid sawn, truss, or other engineered item), spacing, minimum required wood grade of members, means of anchorage to wall
- 6) In Areas of High Wind or Seismic Loading
 - a description of shearwall construction/location or other means being used to counteract horizontal or overturning forces
 - a description of the methods being used to establish continuous load paths in the structure.

Prototype Plan Review - *Jurisdictions* conduct prototype plan reviews when developers propose multiple residential structures with varying floor plans and elevations but essentially identical structural components. ISRB uses special calculations to determine workloads. To expedite the process, the *Building Official* should gather the following information:

- the number of models per subdivision proposed during the reporting period
- the total number of units per subdivision proposed during the reporting period
- the average time spend in plan review for each model plan submitted
- the average time spend reviewing each prototype for each plan submitted

Renovations - The removal, replacement, or covering of existing interior or exterior finish, trim, doors, windows, or other materials, with new materials that serve the same purpose and do not change the configuration of the space. *Renovations* include the replacement of equipment and fixtures.

Residential - Detached one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height and with a separate means of egress and their accessory structures. It is important to note that a separate means of egress is a key element in distinguishing multifamily dwellings from one and two family dwellings.

Special Inspections - When a building department does not have the expertise or equipment to conduct special inspections, the department typically brings in private inspection agencies. Special inspections include, but are not limited to, soil compaction testing, concrete testing, steel frame bolt inspection, inspection of welded structural assemblies, as defined by the model codes. After each special inspection, the building department often requires a written report on the status of the inspection. Special Inspections occur most frequently in *commercial* construction.

Supervising Field Inspectors - Time spent coordinating the efforts and work loads of field inspections, as well as assisting them in interpreting the code as applies to specific conditions encountered in projects under construction.

Supervising Plan Review Staff - Time spent coordinating the efforts and workloads of plan reviewers, as well as assisting them in interpreting the code as applies to a project being reviewed.

Training, Administration - Education in the internal workings of a building department. This includes training on permit processing and tracking, budgeting, staffing, supervising and managing, public service issues.

Training, Legal - Education in the aspects of code enforcement affected by, and pertaining to, the legal rights, obligations, liabilities, immunities of code enforcement staff, building owners, and contractors.

Training, Technical - Education in aspects of code enforcement relating to interpretation and enforcement of specific technical requirements as defined in the text of the various model codes.

Training, Mentored - One-on-one education in several aspects of code enforcement, including technical, legal and *administration*. A common mentoring technique involves a senior field inspector accompanying a junior field inspector to provide construction site instruction on specific issues and conditions about performing inspections.

BUILDING CODE EFFECTIVENESS GRADING SCHEDULE

BACKGROUND DATA

1. Name of *Jurisdiction* _____
- 1A. Name of County _____ Name of State Idaho
2. Six digit National Flood Insurance Program (NFIP) number _____
3. When was the *Jurisdiction* established? _____ INA/DNA or incorporated? INA/DNA
4. When was the building department established? _____ INA/DNA
- 4A. If *building codes* were enforced in the *Jurisdiction* prior to the establishment of the current building department, what was the name of the enforcing agency?

- 4B. What was the first year of continual building code enforcement? _____
5. Chief Administrative Officer (mayor, city manager, etc.)
Name _____
Title _____
Physical Address _____
Mailing Address _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____ E-Mail _____
6. *Building Official*
Name _____
Title _____
Physical Address _____
Mailing Address _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____ E-Mail _____
7. Size of *jurisdiction* in square miles _____
- 7A. Please provide a current map indicating the boundaries of the area serviced by the building department.
Identify the map source? _____
- 7B. If the building department serves multiple *jurisdictions* - as in common with county departments and code enforcement agencies - provide the required contact information and complete jurisdictional questionnaire for each. Attach a separate sheet if necessary.
Jurisdiction Name: _____
Title _____
Name _____
Address _____
City _____ Zip Code _____
County _____
NFIP No. or NDA: _____ Population or INA: _____
- 7C. If the *building codes* are enforced by another *Jurisdiction* or a third party agency indicate the name of the enforcing agency. Does Not Apply
Residential enforcing agency Name _____
Commercial enforcing agency Name _____

8. Base population served by the building department
Seasonal population, If applicable
Indicate source: most recent census year 1990 census 2000 census

9. Indicate the total fair market value or assessed value of all buildings in the *jurisdiction* served by the building department:
Fair-market value \$ _____ Or Assessed Value \$ _____
Year of most recent assessment _____

Indicate which of the following are not included in the above figure:

- land value religious buildings educational facilities
 military buildings hospitals government buildings
 other _____

If the value above is the assessed value, show the percentage of *fair-market* value used. _____ %

9A. Indicate the source of the above figure:

tax assessor

Name _____

Title _____

Physical Address _____

Mailing Address _____

City _____

State _____

Zip Code _____

Telephone _____

Fax _____

E-Mail _____

other source _____

10. *Jurisdiction* Structure

- city county/Parish township
 village town state
 other _____

11. Type of Government

- mayor/council fire district city manager
 county commission county executive committee
 town meeting other _____

12. What is the total number of permits requiring inspections for the reporting period? _____

13. Provide the number of permits requiring inspections of each category:

Commercial/Multi Family	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Commercial / Multi Family Subtotal ^C						

Residential	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Residential Subtotal ^C						

Note A Permits are building related: for example, barns, sheds, roofing, siding, demolition and house moving, among others

Note B Permits are not building related for example pools, signs and fences

Note C. The subtotal for Commercial / Multi Family + the subtotal for Residential must equal the total reported in number 12 above

13A. Does the building department maintain detailed records of permit activity?

Note: Records should include the property the permit was issued to, the type of work project permitted, such as new construction, *addition*, or *renovation*, and the value of the work performed.

Commercial yes no

Residential yes no

(a) If yes, are the records stored electronically?

Commercial yes no

Residential yes no

(b) are the records available to the public?

Commercial yes no

Residential yes no

1. What format are the records available in? _____

14. Does the building department issue permits for every 1- and 2-family dwelling proposed regardless of *plan review* activity?

yes no

15. Does the building department use any of the following tools to save time and increase efficiency?

a) computerized *inspection* documentation

yes no

b) Computerized *plan review*

yes no

c) Cellular phones

yes no

If the building department uses other technology or tools to save time and increase efficiency, please list them: _____

16. During the reporting period, how many building permits has the building department/*jurisdiction* issued in the floodplain? _____

16A. During the reporting period, how many variances from NFIP requirements has the building department/*jurisdiction* issued in the floodplain? _____

16B. Does the jurisdiction regulate the placement of mobile homes on foundations systems in the floodplain? yes no *jurisdiction* does not contain a floodplain

If yes, which local government department regulates such placement?

Health Dept

Building Dept

Zoning Dept

Housing Dept

16C. Are mobile homes prohibited in the floodplain?

yes no

jurisdiction does not contain a floodplain

16D. Does your local jurisdiction use a Geographic Information System (GIS)?
 yes no
 If yes, what kind? (for example, ArcView, Mapinfo) _____
 What type of information do you track? _____

17. What natural hazards is your *jurisdiction* subject to?
 soil subsidence soil liquefaction riverine floods coastal floods
 tsunamis swelling soils volcanoes earthquake tornado
 hurricanes lighting brush/forest fires high winds snow loads
 hail landslide/mudflow/debris flow none
 other _____

18. Which of the natural hazards identified below are addressed in your *jurisdiction's* additions, deletions or modifications to your adopted *building codes*?
 soil subsidence soil liquefaction riverine floods coastal floods
 tsunamis swelling soils volcanoes earthquake tornado
 hurricanes lighting brush/forest fires high winds snow loads
 hail landslide/mudflow/debris flow none
 other _____

18A. Identify names and numbers of applicable ordinances. _____

19. Does the *jurisdiction* have a written mitigation plan or strategy that outlines mitigation activities following a natural disaster?
 yes no If yes, what is the name of the plan? _____

19A. Does the *jurisdiction* have a written plan to address the surge in building-permit requests and *inspections* associated with post-disaster reconstruction after a catastrophic event?
 yes no Does not apply

19B. Does the *jurisdiction* have a written agreement in place with other *building code* enforcement agencies to share resources when addressing post-disaster reconstruction issues?
 yes no Does not apply

19C. Does the *jurisdiction's general or comprehensive plan* contain information or policies related to the construction of buildings or infrastructure within areas subject to natural hazards?
 yes no

20. Indicate the permit valuation - also known as the construction value - in the *jurisdiction* for the reporting period in each of the following categories. Include new construction as well as *additions/renovations*.

(a) Commercial _____ Multifamily _____

(b) Residential
 1- and 2- family _____ Manufactured homes _____

21. How does the building department establish the permit valuation?
 model *building code* table without revision model *building code* table with revision
 builder/contractor local other
 If other, describe: _____

22. How does the *jurisdiction* fund the operation of the *building code* enforcement department?
 general fund *enterprise system*
 combination *general fund* _____ % *enterprise system* _____ %
 other _____
 If other, describe: _____

23. Please complete the ***Employee Data Sheet*** included at the end of the questionnaire for each *code enforcement* employee or contract inspector/plan reviewer. Refer to *Code Enforcement Official* on page G1 of the Glossary for *excluded activities*.

Indicate how many employee data sheets you have completed and submitted. _____

Note: This number should equal the number of code enforcement employees or contract plan reviewers/inspectors in your department.

I. ADMINISTRATION OF CODES

1. Indicate the model codes currently enforced and show when the *jurisdiction* adopted each.

	INT'L	NFPA	other	EDITION/ REVISION YEAR	YEAR ADOPTED
(a) Building Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(b) 1- and 2- Family Dwelling Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(c) Electrical Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Electrical Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(d) Mechanical Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Mechanical Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(e) Fuel Gas Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Fuel Gas Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(f) Plumbing Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Plumbing Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(g) Energy Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Energy Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(h) Urban Wildland Interface <input type="checkbox"/> DNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Urban Wildland Interface <input type="checkbox"/> DNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(i) Existing Building Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Residential Existing Building Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(j) Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
If other, describe: _____					

1A. Provide the ordinance/statute number adopting the current *building code*:
 Commercial _____ Residential _____

2. If using model codes, have the technical structural-design provisions of the code been amended statewide or locally?
 Commercial yes no Residential yes no

3. Provide a copy of local amendments to the structural-design provisions of the model code. Attach additional sheets if necessary:

Briefly explain the reasons for the amendments.

3A. Does the *Jurisdiction* contain natural hazards requiring special attention according to the national recognized building-code organization?
 Commercial yes no Residential yes no

3B. Does the *Jurisdiction* adopt and implement codes - without structural amendments - within one year of the nationally recognized building-code organizations publication date?
 Commercial yes no Residential yes no

For questions 4 and 5, if you have a joint department - such as building/zoning department or building/engineering department - exclude funds for activities other than the building department.

4. What were the operating expenditures - including salaries and overhead - for all building department activities during the reporting period?
 \$ _____ INA/DNA

4A. What are the gross receipts generated through building code enforcement activity (i.e. permit fees, plan review fees and penalties)?

\$ _____

5. What was the building department's training expenditures in the reporting period?

\$ _____

6. Does the department pay certification examination fees?

Commercial yes no Residential yes no

7. Does your department provide an incentive - such as spot bonuses, salary increases, and promotions - for an employee to obtain outside training/certification?

Commercial yes no Residential yes no

If yes, describe: _____

8. Does your department fund continuing education activities or provide financial incentives for continuing education?

Commercial yes no Residential yes no

9. Does your *jurisdiction* have a formal appeal process?

Commercial yes no Residential yes no

If yes, does it differ from that in the model code?

Commercial yes no Residential yes no

If yes, describe: _____

10. Indicate the authority that would commonly act upon appeals to the *Building Official's* code interpretations:

- building code* board of appeals zoning code board of appeals
 city manager mayor
 city/town council other

If other, describe: _____

11. Of the authority(s) checked off in question 10, show the number of hours - over the previous recorded 12 months - that each individual spent receiving code enforcement education.

Note: To receive credit, you must complete the name and occupation fields. Attach additional sheets if necessary.

Name	Occupation	Hours	Commercial Board	Residential Board
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

12. Does your state or local *jurisdiction* have a mandated program for *code enforcement officials* for certification/licensing?

Commercial yes no Residential yes no

If yes, indicate which codes:

Commercial

building electrical mechanical fuel gas plumbing

Residential

building electrical mechanical fuel gas plumbing

12A. Does the certification/licensing program require individuals to complete code-specific educational classes before they can take the exam?

Commercial yes no Residential yes no

If yes, indicate which codes:

Commercial

building electrical mechanical fuel gas plumbing

Residential

building electrical mechanical fuel gas plumbing

12B. Does the certification/licensing program include continuing education?

Commercial yes no Residential yes no

If yes, indicate which codes:

Commercial

building electrical mechanical fuel gas plumbing

Residential

building electrical mechanical fuel gas plumbing

12C. If the certification/licensing program requires continuing education, what is the interval for re-certification?

Commercial

building _____ electrical _____ mechanical _____ fuel gas _____ plumbing _____

Residential

building _____ electrical _____ mechanical _____ fuel gas _____ plumbing _____

13. Does the *jurisdiction* require that, before employment, code enforcement personnel receive certification in the field where they will work?

Commercial yes no Residential yes no

(a) If yes, indicate which codes:

Commercial

building electrical mechanical fuel gas plumbing

Residential

electrical mechanical fuel gas plumbing

(b) If, not, must personnel achieve certification within a fixed period of time?

Commercial yes no Residential yes no

(c) If yes, specify the time period below.

Commercial

building _____ electrical _____ mechanical _____ fuel gas _____ plumbing _____

Residential

building _____ electrical _____ mechanical _____ fuel gas _____ plumbing _____

14. Indicate the qualifications of the current *Building Official*:

CBO ICC *certified Building Official* or equivalent

licensed engineer/architect

other

If other, describe: _____

14A. Indicate the education of the current *Building Official*:

high school diploma

college degree

associated degree

bachelors degree

masters degree

other type of degree _____

14.B

	Current <i>Building Official's</i> Work Experience in Years			
	No experience	Less than 2	2 to 5	More than 5
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. How does the *jurisdiction* select the *Building Official*?

examination - describe type of exam: _____

(for example, civil service, model code, CBO, etc.)

peer review by other *Building Officials*

promotion

other

If other, describe: _____

16. Does a job description exist for the *Building Official*?

yes no If yes, attach a copy.

17. Which department reviews floodplain construction and development for compliance with minimum local National Flood Insurance Program (NFIP) standards?

building department

zoning department

other

jurisdiction does not contain a floodplain

If other, describe: _____

18. What standard(s)/ordinance(s) does the *jurisdiction* use for floodplain construction/development?

building code

NFIP regulations

Zoning/subdivision ordinance

none

other

jurisdiction does not contain a floodplain

If other or none, explain: _____

19. Does your *jurisdiction* have special zoning provisions in response to local natural hazards other than flood?

Commercial yes no does not apply

Residential yes no does not apply

If yes, describe: _____

20. Does the *jurisdiction* require contractors, builders, and tradespeople to be licensed or registered?

Commercial yes no

Residential yes no

(a) If yes, which trades require licensing?

Commercial

building electrical mechanical fuel gas plumbing

Residential

building electrical mechanical fuel gas plumbing

21. Does the *jurisdiction*, state or county require contractors, builders, and tradespeople to be licensed by:
- (a) examination?
 Commercial yes no Residential yes no
- (a) If yes, which trades require examination?
Commercial
 building electrical mechanical fuel gas plumbing
Residential
 building electrical mechanical fuel gas plumbing
21. (b) experience?
 Commercial yes no Residential yes no
- (a) If yes, which trades require experience?
Commercial
 building electrical mechanical fuel gas plumbing
Residential
 building electrical mechanical fuel gas plumbing
22. Do *bonding requirements* for building contractors exist in the state, county or city?
 Note: This question does not apply to site work or road openings.
 Commercial yes no Residential yes no
23. If the state, county or city require bonds for building contractors, indicate the type:
 surety performance other _____
24. Does the *jurisdiction*/building department have a public awareness program for *building code* enforcement for new construction?
 yes no done by another department
- (a) If yes, in which of the following areas?
 presentation to civil groups architects/contractors trade schools
 internet or web site newspaper
 newsletter pamphlets for general public
 TV/radio other _____
- (b) Indicate expenditures for this activity during the period: \$ _____
- (c) Indicate the number of staff hours spent in this activity during the period: _____ hrs
25. Does the *jurisdiction*/building department have a public awareness program for flood mitigation for new construction?
 yes no done by another department
- (a) If yes, in which of the following areas?
 presentation to civil groups architects/contractors trade schools
 internet or web site newspaper
 newsletter pamphlets for general public
 TV/radio other _____
26. Does the building department participate in code change activities?
 yes no
- (a) If yes, in which organizations are you active?
 ICC NFPA
 State other _____
- (b) If you are active in one or more organizations, do the organizations submit changes to the *building code*? yes no
- (c) If you are active in one or more organizations, which meetings do building department members attend?
 midyear meetings annual meetings
 chapter meetings don't attend meetings

27. Does active *Building Officials'* association or code chapter exist in the *jurisdiction's* area?
 local state no association or chapter
28. Which of these associations does your *jurisdiction* participate in?
 local state none
29. Does the building department have written administrative policies and procedures covering items such as employee performance guidelines and employment practices?
 yes no
30. If yes, do policies and procedures cover technical code requirements?
Note: Policies and procedures may include standard project approval steps, references to related ordinances, interpretations of code issues, and local regulations that modify or unite the adopted code.
Commercial yes no Residential yes no
- (a) If yes, do you make policies and procedures available tot he public?
Note: Promotional efforts can include permit counter signs, posted notices, and notes in brochures.
Commercial yes no Residential yes no

II. PLAN REVIEW

1. How many *plan reviews* did the department perform during the reporting period? _____

2. Provide the number of *plan reviews* requiring inspection of each category:

Commercial/Multi Family	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Commercial / Multi Family Subtotal ^C						

Residential	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Residential Subtotal ^C						

Note A plan reviews are building related: for example, barns, sheds, roofing, siding, demolition and house moving, among others

Note B plan reviews are not building related for example pools, signs and fences

Note C. The subtotal for Commercial / Multi Family + the subtotal for Residential must equal the total reported in number 1 above

3. Does the *jurisdiction* require plans detailing structural criteria for all multifamily and commercial projects?

yes No some _____ %

(a) if yes, does the *building Official*, or a qualified designee review the required plans for compliance with adopted codes before issuing a building permit?

yes No

4. Does the *jurisdiction* require plans detailing structural criteria for all 1-and 2-family dwelling projects, other than prototypes?

yes No some _____ %

If some, explain:

4A. Does the building department - or other authority - conduct a detailed structural *building code plan review* on all new 1-and 2-family dwellings?

yes No some _____ %

If some, explain:

4B. When a proposed project contains complex or unusual design features, does the department policy require detailed structural *plan review* of 1- and 2-family dwellings by the *Building Official* or qualified designee?

yes No

5. Does the building department perform a detailed *building code plan review* when a registered design professional - certified in the appropriate field - has signed and sealed the plan?

Commercial yes no Residential yes no

- 5A. Do building department *plan reviews* include a review of structural design issues, such as continuous load paths, design load assumptions and calculation methodology?
 Commercial yes no some _____ %
 Residential yes no some _____ %
6. Does the department maintain detailed records of *plan-review* activity?
Note: Records should include the number of *plan reviews* conducted, whether performed in-house or by an outside source; the type of project reviewed, such as new construction, *additions* and *renovations*; and the codes reviewed against, including building, plumbing, and electrical codes.
 Commercial yes no Residential yes no
7. Does the *jurisdiction* require Federal Emergency Management Agency (FEMA) NFIP elevation certificates for construction and development in the floodplain?
 yes no *jurisdiction* does not contain a floodplain
 construction is prohibited in floodplain
 (a) If no, what elevation data does the jurisdiction collect during the permit process?
 flood zone base flood elevation lowest floor
 lowest adjacent grade elevation none
8. Does the *jurisdiction* require the following special design certifications for new or substantially improved construction and development in the flood plain?
 (a) FEMA (coastal) V-zone design certification - CFR 60.3 e (4)
 yes no does not apply
 (b) Nonresidential floodproofing design certification
 yes no does not apply
9. Does the *jurisdiction* enforce and implement state regulations affecting construction and development in the floodplain.
 yes no does not apply
 (a) If yes, indicate some examples:
 freeboard more restrictive floodway erosion setbacks
 other
 If other, describe: _____
- 9A. If another authority regulates construction and development in the floodplain, what is that Authority? _____
10. Does the building department rely on model code evaluations reports to approve new products and procedures related to building design revisions?
 yes No
 (a) If yes, check applicable boxes:
 ICC NFPA NES other
 (b) If no or other, how does the building department evaluate new products and procedures?

-
11. Does the department policy require use of a detailed written checklist in the plan review process?
 Commercial yes no Residential yes no
 (a) If yes, does the checklist become a part of the permanent record?
 Commercial yes no Residential yes no

12. How does the building department evaluate the performance of plan reviewers? Check all that apply.

- | | |
|-------------------------------------------------------|------------|
| <input type="checkbox"/> performance not evaluated | How often? |
| <input type="checkbox"/> general employee performance | _____ |
| <input type="checkbox"/> follow-up <i>plan review</i> | _____ |
| <input type="checkbox"/> other _____ | _____ |

13. Does the building department use an outside *plan review* service - such as the state, or a third-party *plan review* agency - for model code *plan review*?

yes No

(a) If yes, explain reasons:

- time constraints complexity special features
 other:

Name(s) of contract review service(s)

III. INSPECTION - ENFORCEMENT

1. Indicate the number of *inspections* completed - for all types of *inspections*, including re-inspections - during the reporting period? _____

2. Provide the number of *inspections* requiring inspection of each category:

Commercial/Multi Family	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Commercial / Multi Family Subtotal ^C						

Residential	Building	Electrical	Fuel Gas	Mechanical	Plumbing	Total
New Buildings						
Additions						
Renovations						
Manufactured/Modular						
^A Other Building Related						
^B Other Non Building Related						
Residential Subtotal ^C						

Note A *Inspections* are building related: for example, barns, sheds, roofing, siding, demolition and house moving, among others (do not include zoning, property maintenance, and fire prevention)

Note B *Inspections* are not building related for example pools, signs and fences (do not include zoning, property maintenance, and fire prevention)

Note C. The subtotal for Commercial / Multi Family + the subtotal for Residential must equal the total reported in number 1 above

3. Indicate the average number of building *inspections* - including building, electrical, plumbing, fuel gas, and mechanical *inspections* - performed each day per inspector for the period:

3A. Does the building department conduct building *inspections* on new 1- and 2-family dwellings?
 yes No some _____ %

If some, explain: _____

3B. Does the building department use *certified* building inspectors for footing, foundation, framing, sheathing or insulation, and final building *inspections*?

Commercial yes no Residential yes no

3C. Does the building department conduct building *inspections* on new multifamily dwellings?
 yes No some _____ %

If some, explain: _____

3D. Does the building department conduct building *inspections* on new commercial buildings?
 yes No some _____ %

If some, explain: _____

3E. Does the department maintain detailed records of *inspection* activity?

Note: Records should include the number of *inspections* and re- *inspections* conducted, whether performed in-house or by an outside source; the type of project *inspections*, such as new construction, *additions* or *renovations*; and the building, plumbing, and electrical codes guiding *inspections*.

Commercial yes no Residential yes no

4. Does the building department use contract inspectors?

yes No

(a) If yes, indicate why:

time constraints complexity special features
 other: _____

(b) If yes, how many hours per week does the department use contract inspectors? _____

4A. How many *inspections* doe contract inspectors perform each week? _____

- 4B. Must contract inspectors be certified? yes No
- 4C. Name of contract *inspection* service(s) _____
5. Does your *jurisdiction* have the authority to issue stop-work orders?
 yes No
 If no, explain: _____
- (a) If yes, how many stop-work orders did the *jurisdiction* issue in the reporting period. _____
- (b) if the *jurisdiction* did not issue any stop-work orders in the reporting period, provide the date of the last one issued: _____
6. During the reporting period, what approximate percentage of construction *inspections* received correction notices resulting in re-*inspections*? _____ %
7. During the reporting period, what approximate percentage of construction-*inspection* correction notices resulted in stop-work orders? _____ %
8. Does department policy require the use of a detailed written checklist for code compliance during on-site *inspections*?
 Commercial yes no Residential yes no
 If yes, please attach a copy
- (a) if yes, does the checklist become part of the permanent record?
 Commercial yes no Residential yes no
9. Does the building department require *special inspections* for specific structural elements?
 yes no
 If yes, list examples _____

- Attach additional sheets if necessary.
10. Does the *jurisdiction* require special inspectors to be *certified* by
 exam experience interview
 other:
 no certification required
11. Does the *jurisdiction* have *inspection* programs that focus on construction features that mitigate the natural hazards common to your area?
Note: Examples of such programs include load-path *inspections*, such as hold downs, shear-wall and roof-diaphragm nailing patterns, and hurricane clips.
 yes no does not apply
 If yes, explain: _____

12. Does the department perform final inspections after the building is completed and before issuing a certificate of occupancy?
 Commercial yes no this building type not inspected
 Residential yes no this building type not inspected
13. Does the *jurisdiction* require certificates of occupancy for new buildings before it is occupied?
 Commercial yes no this building type not inspected
 Residential yes no this building type not inspected
14. How does the building department evaluate the performance of *inspectors*? Check all that apply.
- | | |
|-------------------------------------------------------|------------|
| <input type="checkbox"/> performance not evaluated | How often? |
| <input type="checkbox"/> general employee performance | _____ |
| <input type="checkbox"/> follow-up <i>inspection</i> | _____ |
| <input type="checkbox"/> other _____ | _____ |

Employee Data Sheet (Idaho)

Jurisdiction Name _____ Date of Survey _____
 This Employee's Name _____ Title _____
 Full time employee - indicate percent of time working as a code enforcement official _____ %
 Part time employee - indicate number of hours working per week _____ Hours

Continuing Education & Training (Use the previous 12 month or annual compilation - See Glossary:

Time being trained in administration of codes _____ Hrs Time being trained in legal aspect of code enforcement _____ Hrs
 Time being mentored in the application of codes _____ hrs Time being trained in technical aspect of code enforcement _____ Hrs

Experience:

Years of experience in performing plan reviews _____ Yrs Years of working experience in the construction industry _____ Yrs
 Years of experience in performing field inspections _____ Yrs (excluding work as a code enforcement official _____ Yrs

Graduate or licensed Architect Graduate or licensed Engineer

Responsibilities: (indicate the percentage of time worked and certifications:

Note: "A" through "T" plus administration must equal 100%

Note: % of time supervising plan reviewers or field inspectors should be recorded as a plan reviewer or field inspector in times "A" through "T" below.

% Administration(Building Official only) % Supervise Plan Review % Supervise Field Inspectors

Commercial				Certified By		ISRB Use	Residential				Certified By		ISRB Use
				Adopted Code	Other						Adopted Code	Other	
A		%	Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K		%	Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B		%	Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L		%	Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C		%	Mechanical Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M		%	Mechanical Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D		%	Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N		%	Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E		%	Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O		%	Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F		%	Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P		%	Building plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G		%	Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q		%	Electrical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H		%	Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R		%	Mechanical plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I		%	Fuel Gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S		%	Fuel Gas plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J		%	Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T		%	Plumbing plan reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain "Other" _____