Building Department

William Thody
Building Official

The Building Department has many functions including reviewing applications for permits, reviewing construction plans, issuing permits, conducting inspections, and issuing certificates of occupancy, use, and completion. The Building Department works closely with other town departments to issue permits and ensure compliance. The Building Department performs many field inspections of construction work in progress to assure conformity with code and regulations. Enforces building code. Inspects building sites prior to building and all buildings and structures under repair or alteration, or those to be moved, demolished or change in use. Perform final inspection. Reviews applications for all electrical, plumbing, structural, and mechanical projects, along with inspections for each.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Building Official	Salaried	30 hours per week	Non-Union
Building Assistant	Hourly	35 hours per week	Union

Fiscal Year 2022-2023 Major Service Level Accomplishments

- Informational resource for homeowners and contractors.
- Continue document retention and disposal in compliance with State of Connecticut requirements.
- Refined permitting process.
- Administrative Assistant passed the International Code Council Zoning Inspector Certification.

Fiscal Year 2023-2024 Major Service Level Goals

- Update the Permit Cost Valuation Schedule.
- Update Fee Schedule.
- Educational resource for new adopted State Code.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2023, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)
Expense Objects								
Salaries & Wages								
REGULAR EMPLOYEES	10542110-51510	$114,275	$117,844	$122,686	$119,824	$123,118	$3,294	2.7%
Building Official	*10542110-51510*	*$0*	*$0*	*$0*	*$68,877*	*$70,771*	*$1,894*	*2.7%*
Building Department Assistant	*10542110-51510*	*$0*	*$0*	*$0*	*$50,947*	*$52,347*	*$1,401*	*2.7%*

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)
OTHER WAGES (LONGEVITY)	10542110-51590	$0	$0	$0	$0	$350	$350	N/A
Total Salaries & Wages:		**$114,275**	**$117,844**	**$122,686**	**$119,824**	**$123,468**	**$3,644**	**3%**
Purchased Professional Services								
PURCHASED PROFESSIONAL SERVICES	10542110-53010	$0	$0	$0	$1,500	$1,500	$0	0%
Total Purchased Professional Services:		**$0**	**$0**	**$0**	**$1,500**	**$1,500**	**$0**	**0%**
Purchased Other Services								
POSTAGE (ENVELOPES)	10542110-55301	$111	$103	$101	$250	$250	$0	0%
TELEPHONE/CELL PHONE	10542110-55305	$739	$756	$1,276	$735	$735	$0	0%
Total Purchased Other Services:		**$850**	**$859**	**$1,377**	**$985**	**$985**	**$0**	**0%**
Supplies								
SUPPLIES	10542110-56010	$351	$509	$686	$750	$750	$0	0%
BOOKS AND PERIODICALS	10542110-56400	$564	$84	$805	$1,000	$1,000	$0	0%
Total Supplies:		**$915**	**$593**	**$1,492**	**$1,750**	**$1,750**	**$0**	**0%**
Miscellaneous								
DUES AND FEES	10542110-58100	$0	$0	$0	$250	$250	$0	0%
CONFERENCE	10542110-58110	$308	$572	$421	$300	$300	$0	0%
Total Miscellaneous:		**$308**	**$572**	**$421**	**$550**	**$550**	**$0**	**0%**
Total Expense Objects:		**$116,348**	**$119,867**	**$125,976**	**$124,609**	**$128,253**	**$3,644**	**2.9%**

Revenues by Source

Local Revenues:

Building Department Fees: Fees for permits and copies.

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests as of 2-9-23b (General Fund)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests as of 2-9-23b (General Fund) (% Change)
Revenue Source								
Local Revenues								
BUILDING PERMITS	10542-42201	$116,441	$170,256	$200,720	$150,000	$135,000	-$15,000	-10%
Total Local Revenues:		**$116,441**	**$170,256**	**$200,720**	**$150,000**	**$135,000**	**-$15,000**	**-10%**
Total Revenue Source:		**$116,441**	**$170,256**	**$200,720**	**$150,000**	**$135,000**	**-$15,000**	**-10%**