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 2023-2024 Major Service Level Accomplishments

- Continue document retention and disposal in compliance with State of Connecticut requirements.
- Refined permitting process.
- Informational resource for homeowners and contractors.

Fiscal Year 2024-2025 Major Service Level Goals

- Review Fee Schedule using RS Means data.
- Educational resource for adopted State Code.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2025, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10542110-51510	$122,686	$120,367	$122,815	$125,885	2.5%	$3,070
Building Official	*10542110-51510*	*$0*	*$0*	*$70,599*	*$72,364*	*2.5%*	*$72,364*
Building Department Assistant	*10542110-51510*	*$0*	*$0*	*$52,216*	*$53,521*	*2.5%*	*$53,521*
OTHER WAGES	10542110-51590	$0	$350	$350	$350	0%	$0
Total Salaries & Wages:		**$122,686**	**$120,717**	**$123,165**	**$126,235**	**2.5%**	**$3,070**
Purchased Professional Services							

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
PURCHASED PROFESSIONAL SERVICE	10542110-53010	$0		$1,500	$1,500	0%	$0
Total Purchased Professional Services:		**$0**		**$1,500**	**$1,500**	**0%**	**$0**
Purchased Other Services							
POSTAGE	10542110-55301	$101	$79	$250	$250	0%	$0
TELEPHONE/CELL PHONE	10542110-55305	$1,276	$839	$735	$735	0%	$0
TRAVEL REIMBURSEMENT	10542110-55800	$0	$115	$0	$0	0%	$0
Total Purchased Other Services:		**$1,377**	**$1,034**	**$985**	**$985**	**0%**	**$0**
Supplies							
SUPPLIES	10542110-56010	$686	$377	$750	$750	0%	$0
BOOKS AND PERIODICALS	10542110-56400	$805	$222	$1,000	$1,000	0%	$0
Total Supplies:		**$1,492**	**$599**	**$1,750**	**$1,750**	**0%**	**$0**
Miscellaneous							
DUES & FEES	10542110-58100	$0	$185	$250	$250	0%	$0
CONFERENCE	10542110-58110	$421	$236	$300	$300	0%	$0
Total Miscellaneous:		**$421**	**$421**	**$550**	**$550**	**0%**	**$0**
Total Expense Objects:		**$125,976**	**$122,771**	**$127,950**	**$131,020**	**2.4%**	**$3,070**

Revenues by Source

Local Revenues:

Building Department Fees: Fees for permits and copies.

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY 23-24 Approved Budget vs. FY 24-25Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Revenue Source							
Local Revenues							
BUILDING PERMITS	10542-42201	$200,720	$300,677	$135,000	$135,000	0%	$0
Total Local Revenues:		**$200,720**	**$300,677**	**$135,000**	**$135,000**	**0%**	**$0**
Total Revenue Source:		**$200,720**	**$300,677**	**$135,000**	**$135,000**	**0%**	**$0**