

City of Kirkwood Public Works Building Commissioner's Office

Mission Statement

- To ensure that new construction, remodeling or repairs meet minimum standards as defined in the model building codes and zoning ordinances adopted by the City
- To maintain real estate values, housing stock, adherence to safety and quality of life residents of Kirkwood have come to expect through fair and consistent enforcement of the property maintenance (re-occupancy) code of the City
- To consider every contact an opportunity to provide both education and excellent customer service to homeowners, residents, contractors, developers, and citizens of the City of Kirkwood

General Description

The Building Commissioner's Office is responsible for issuing residential and commercial building permits, plumbing permits, and mechanical permits; residential electrical permits; contractors' licenses; residential and commercial re-occupancy permits; miscellaneous other permits (fences, signs, sprinkler systems); reviewing commercial and residential construction plans for code compliance; inspecting new construction; inspecting residential and commercial buildings prior to re-occupancy; and maintaining and archiving building permits and plans as required by State regulations.

The Building Commissioner's Office provides staff liaison support to the (1) Board of Adjustment, which meets monthly to hear variances to the Zoning Code; (2) Architectural Review Board, which meets twice a month to review all sign permits within the City and building permits in the Central Business District and other special commercial areas; and (3) Board of Building Appeals, which meets on call to hear appeals to building code requirements or interpretations. This work includes processing and reviewing applications and plans, preparing packets for the Board members, publishing public notices, preparing agendas, attending meetings, maintaining all minutes and files, and coordinating board activities with the public and other City departments.

The Public Works Department Building Commissioner's Office has identified the following performance measures: staffing levels, permits issued, construction value, inspections performed, and citizen board support.

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Staffing

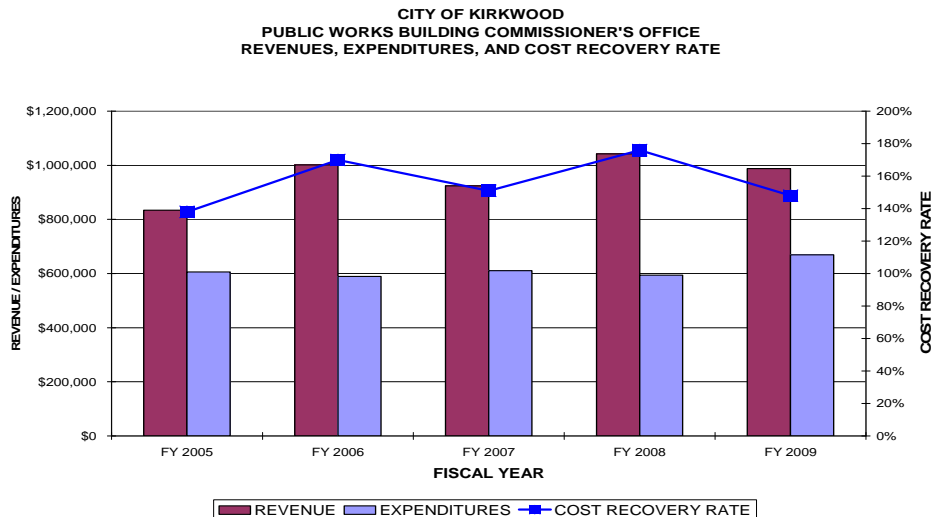
The Building Commissioner's Office currently has a full-time staff of eight employees. The positions are listed below:

FY07	FY08*	FY09 FY10	TITLE
1	1	1	Building Commissioner
1	1	1	Deputy Building Commissioner (Plan Review)
2	2	2	Building Inspector
1	1	1	Housing Inspector
1	1	1	Secretary (General Administrative Duties)
2	2	2	Secretary (Permit/Filing/General Clerical)
1	0	0	Code Enforcement Administrator
0.6	0	0	Code Enforcement Inspector (24 hours/week)
9.6	8	8	TOTAL EMPLOYEES

* Code Enforcement relocated to Police Department budget in FY08.

Revenues and Expenditures

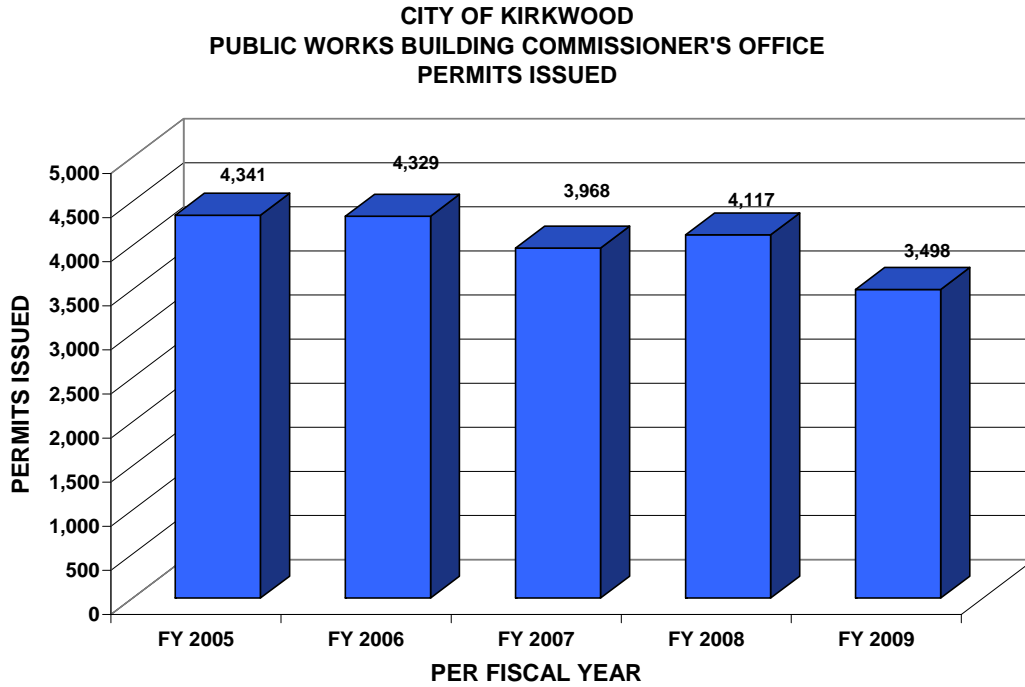
In 2002, revenues were falling behind operating costs primarily due to the high code enforcement efforts, which do not generate any direct revenue (except through court fines, which are not included in the revenues shown in the chart.) The Building Commissioner's operation was above the revenue recovery amount of 75%, which is the national BOCA standard. The City Council significantly increased permit fees in April, 2003, with the intent to cover 100% of the Building Commissioner's Office's expenses. In FY09, the Building Commissioner's Office's cost/revenue rate was 148%.



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Permits Issued

The Building Commissioner's Office issued about 3,500 permits for building construction, re-occupancy, electrical, plumbing, fences, signs, and other miscellaneous items. Permits are reviewed by the Deputy Building Commissioner for code compliance prior to issuance.

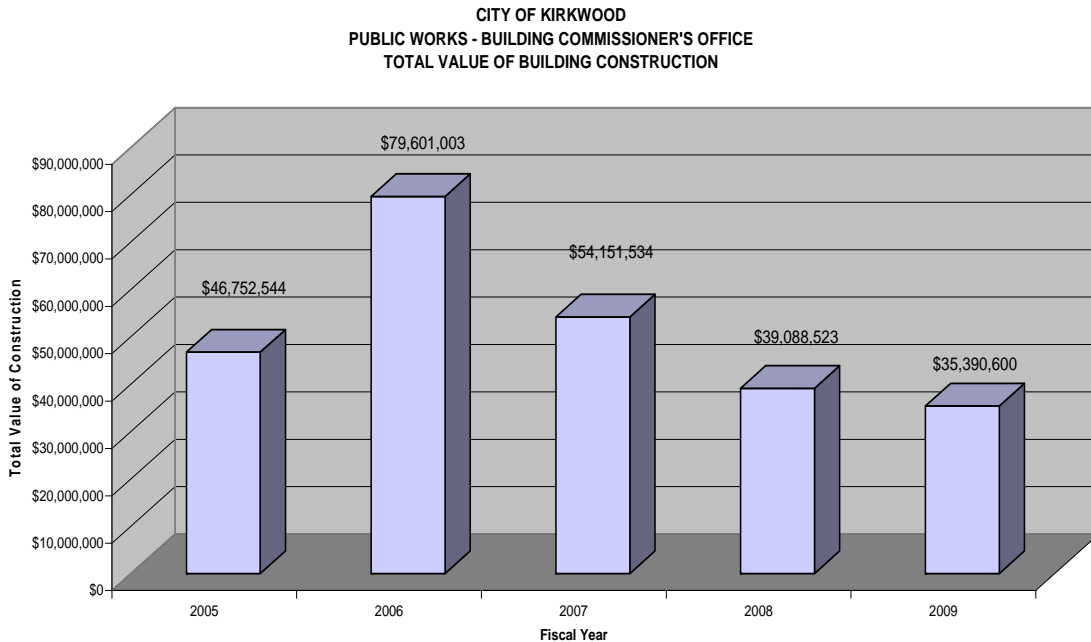


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Building Construction

The Building Commissioner's Office tracks permits for new construction (residential and commercial) including the estimated construction value of the building or structure. The value of the new construction fluctuates when the office issues permits for large projects, such as Kirkwood Commons and Station Plaza. Residential infill housing has slowed down while residential additions have increased over the last year.

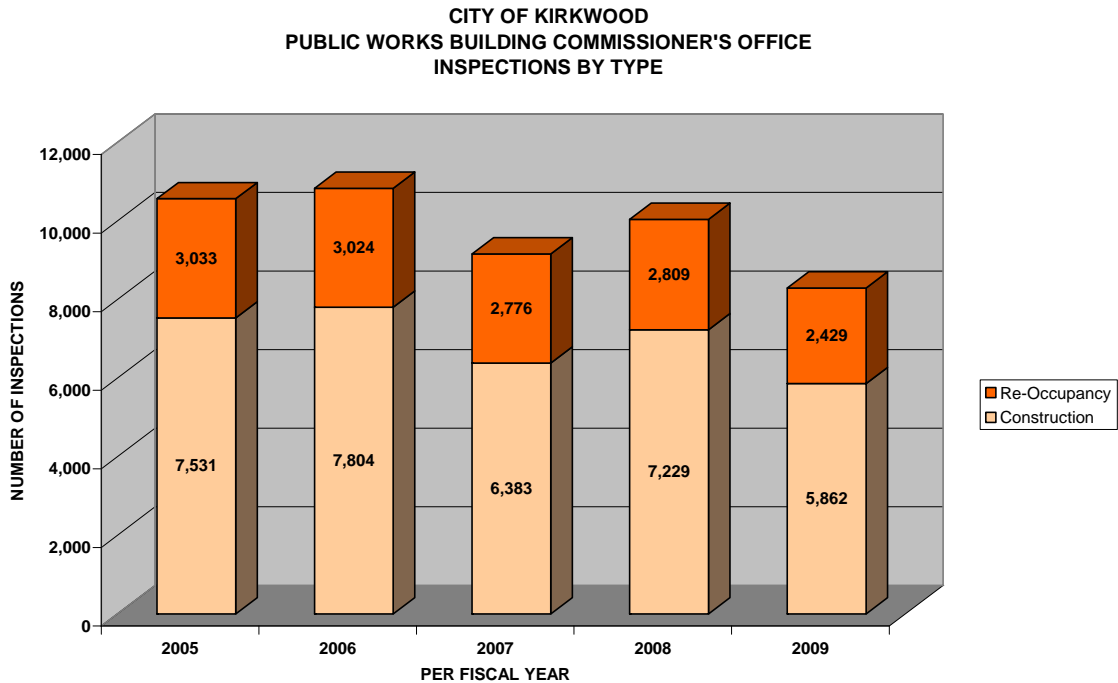
CITY OF KIRKWOOD								
PUBLIC WORKS BUILDING COMMISSIONER'S OFFICE								
VALUE OF BUILDING CONSTRUCTION								
FISCAL YEAR	NEW RESIDENTIAL		NEW COMMERCIAL		TOTAL PERMITS FOR NEW PROJECTS	TOTAL VALUE OF NEW PROJECTS	TOTAL VALUE OF ADDITIONS	TOTAL VALUE OF CONSTRUCTION
	NUMBER OF NEW PERMITS	VALUE	NUMBER OF NEW PERMITS	VALUE				
2005	69	\$17,210,775	2	\$258,000	71	\$17,468,775	\$29,283,769	\$46,752,544
2006	82	\$23,434,920	2	\$1,800,000	84	\$25,234,920	\$54,366,083	\$79,601,003
2007	68	\$23,078,369	0	\$0	68	\$23,078,369	\$31,073,165	\$54,151,534
2008	54	\$17,977,783	2	\$2,323,911	56	\$20,301,694	\$18,786,829	\$39,088,523
2009	33	\$11,037,879	5	\$3,215,000	38	\$14,252,879	\$21,137,721	\$35,390,600



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Inspections

Each Building Permit produces the need for an average of about five inspections. This varies widely based on the type of structure, i.e., with a new residence or commercial building needing a minimum of 15 inspections. A re-occupancy permit generates three inspections on the average. Miscellaneous permits usually require one or two inspections.

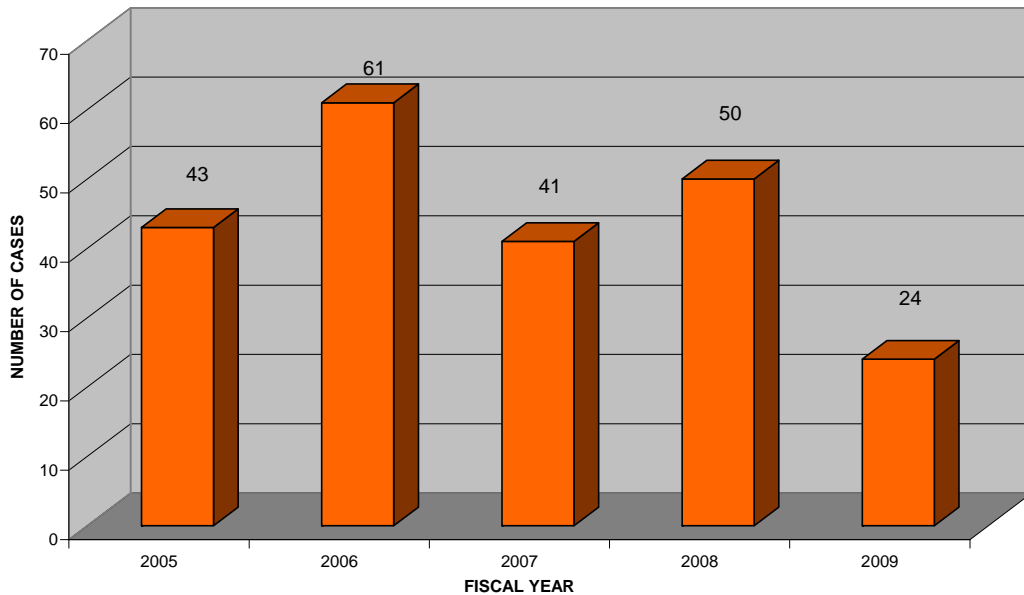


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Citizen Boards and Commission Support

The Building Commissioner's Office provides full staff support to the Board of Adjustment. The Board of Adjustment is a quasi-judicial board consisting of five members appointed by the City Council. The Board meetings are conducted the second Monday of each month. The Board hears petitions for variances to the Zoning Code. A variance is a relaxation of the terms of a zoning ordinance or another regulatory document in order to avoid unnecessary hardships to a landowner. A variance usually deals with some measurable physical requirements such as height, bulk, or setbacks and is based upon a finding that such relaxation will not be contrary to public interest. A typical use of the variance procedure would be to permit construction of a home on a lot too narrow to have the required side yards because it was platted before the adoption of the current side yard regulations.

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PUBLIC WORKS - BUILDING COMMISSIONER'S OFFICE
BOARD OF ADJUSTMENT
NUMBER OF CASES FILED

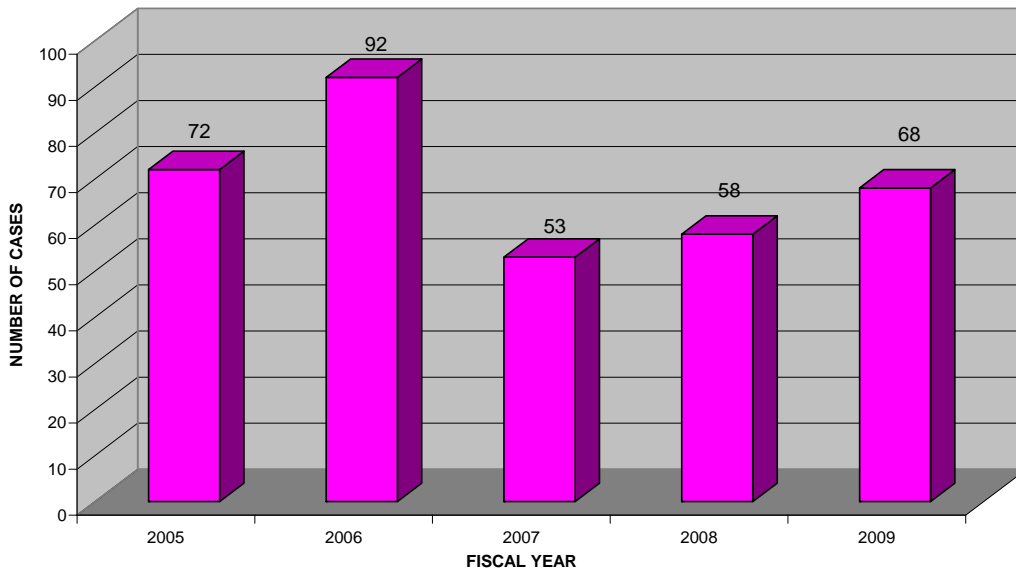


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The Building Commissioner's Office also provides full staff support to the Architectural Review Board. The Board consists of five members appointed by the City Council. The Architectural Review Board reviews all signs proposed within the City of Kirkwood and reviews building plans for new construction, exterior renovations, or additions in the Central Business District and special commercial zoning districts.

The intent of architectural review is to attempt to insure that the architectural scheme of proposed new construction, exterior renovation, or additions in designated areas and proposed new signs in all zoning districts are in harmony with the architectural scheme of the building, site, and surrounding area while striving not to destroy individual creativity for the sake of conformity and avoiding the precise standards that direct attention to superficialities of style rather than general aspects of design.

**CITY OF KIRKWOOD
PUBLIC WORKS - BUILDING COMMISSIONER'S OFFICE
ARCHITECTURAL REVIEW BOARD
NUMBER OF CASES FILED**



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