



Wilmington University - Brandywine

New Castle County Department of Land Use

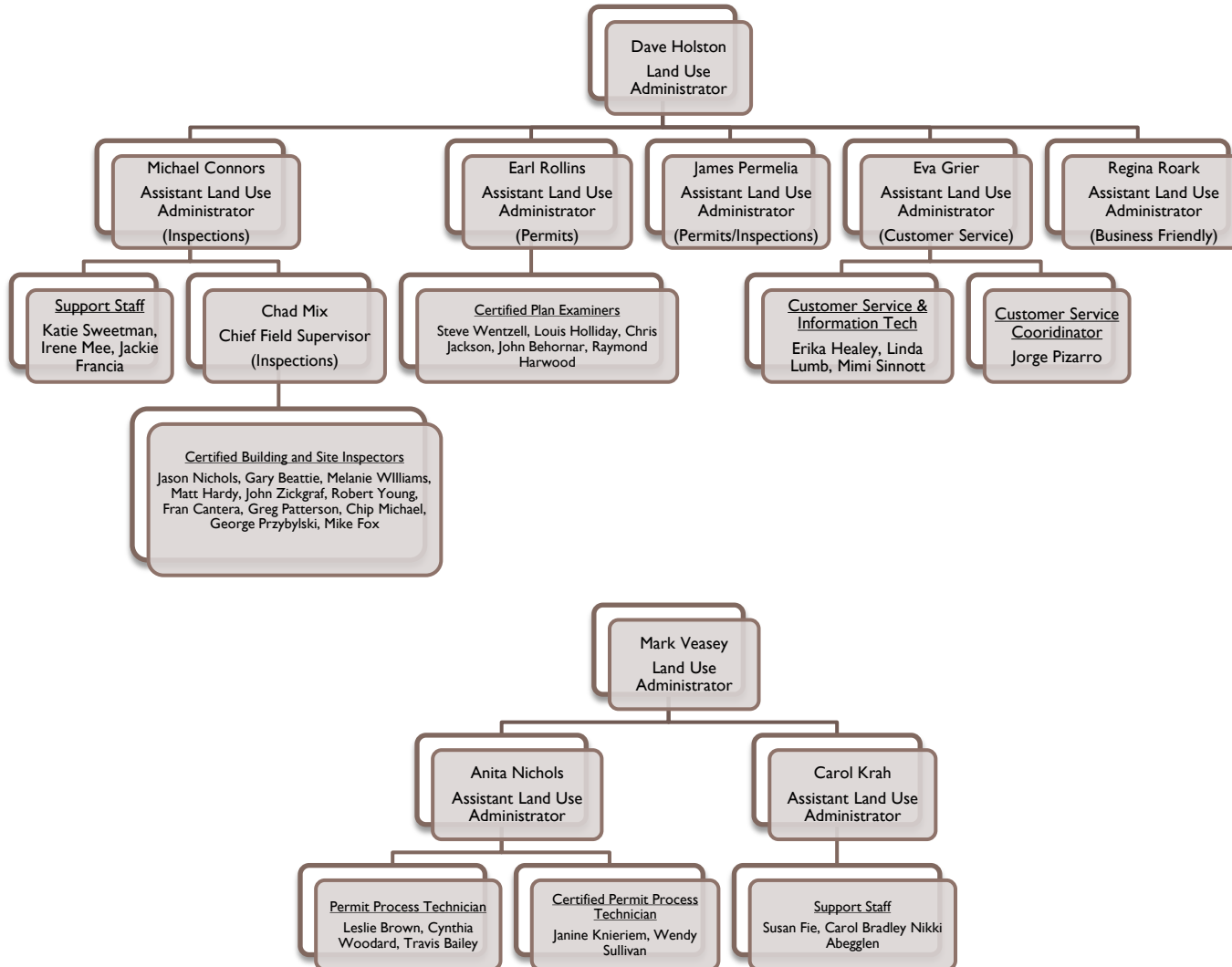
Licensing Monthly Report: May 2018

Table of Contents

- ▶ [Licensing Staff Org Chart](#)
- ▶ [Active Project List](#)
- ▶ [Licensing - Customer Service](#)
- ▶ [Licensing - Support Services](#)
- ▶ [Licensing - Permits](#)
- ▶ [Licensing - Building Inspections](#)
- ▶ [ICC Certifications](#)
- ▶ [Division Accomplishments](#)



Licensing – Staff



Licensing – Active Project List

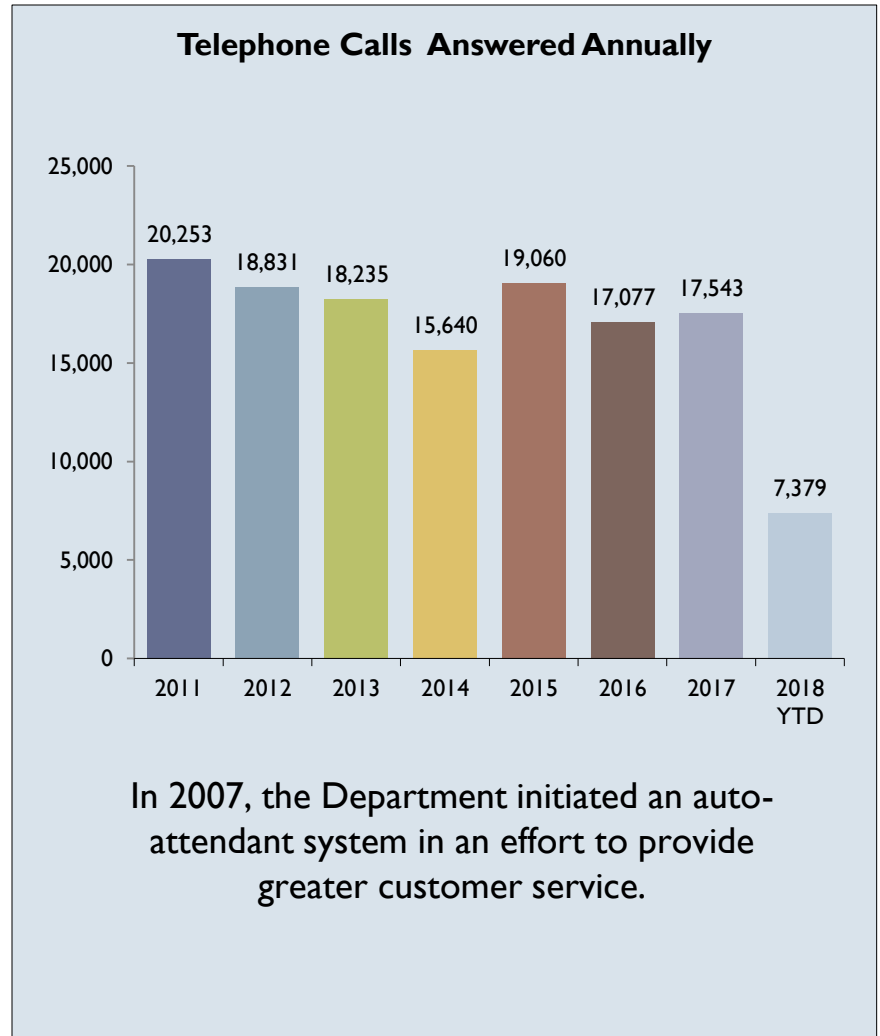
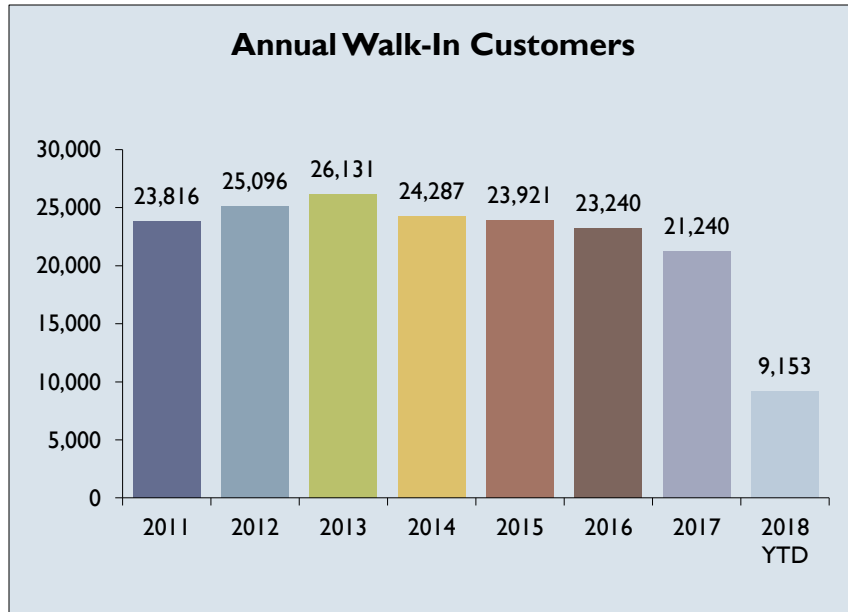
PERMITS

- ▶ Division is currently implementing “**ePlans**” and “**eApply**” which will permit contractors to start a permit application online and submit their drawings for review electronically. This process will provide applicants with greater flexibility in terms of submitting their applications and having concurrent reviews completed. (Ongoing)
- ▶ The **FOIA process** has been **revamped** and the **application modified** to provide greater convenience to the applicant. (April 18’)
- ▶ The process of obtaining **Certificates of Occupancy** and **Elevator Certificates** was automated. They are no longer mailed out, but rather are **viewable online** and automatically placed in Application Extender. (April 18’)

INSPECTIONS

- ▶ Staff from Licensing **worked together** to recognize **Building Safety Month**. This effort included holding training **seminars** on the use of **Land Use technology**, disaster preparedness, and energy conservation, to name a few. (May 18’)
- ▶ Currently working to **update** the Building Inspections page on the New Castle County web site. Multiple areas of the page are being reviewed to **enhance the usability** of the page. Additionally, **features are being added** such as common failure items and enhanced visibility for online inspection scheduling. (Ongoing)
- ▶ Implemented the use of a **mobile app** called “**Safety Net**”. There may be times where field staff find themselves in **difficult** or **dangerous situations** and need instant contact with the office. This app **allows them** to simply press the icon on their phone and send a message, **with their location**, to the office asking for help. (February 18’)
- ▶ Advancing our **use of technology** by working with IS to recreate the online inspection scheduling system. We are pursuing a new **web based** system which would allow for additional user interface options and **reduce** the current error messages which deter/limit our current user group. Presently, approximately 38% of inspections are **scheduled** through the online system with **no change** over the past several years. In lieu of scheduling online, users call into the Department to speak with scheduling secretaries. (Currently on IS project list)
- ▶ Work with mapping and IS to explore the use of **fillable forms** through the GIS maps used by Inspections. This will allow the inspections staff to make data entry directly through the map in lieu of using multiple applications at once. Doing this should reduce the time spent on **data entry** in the field as well as streamline the process for the inspectors. (Currently on IS project list)

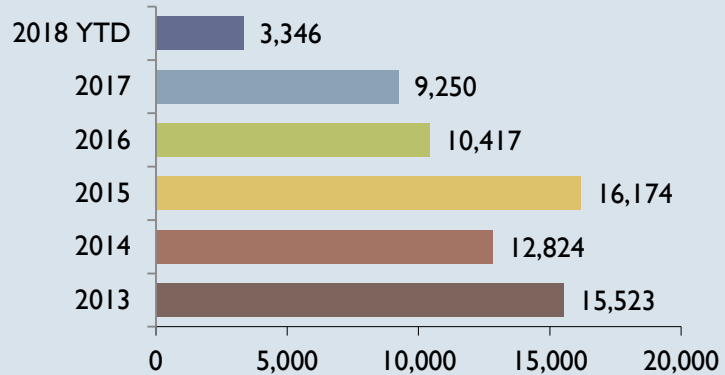
Licensing – Customer Service



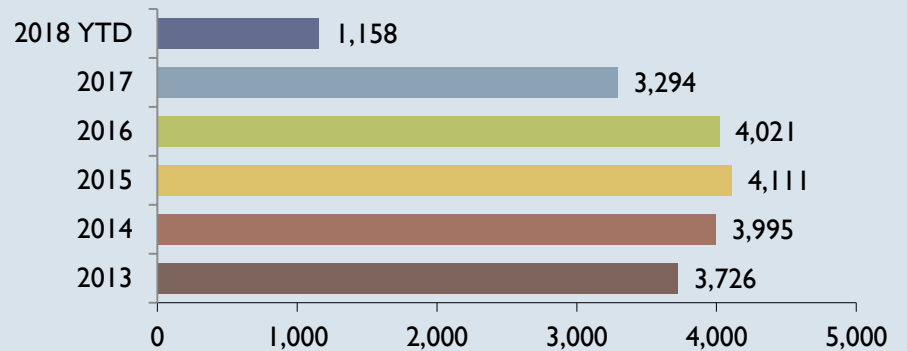
Telephone Calls Answered This Month	1,571
Average Telephone Wait Time (Seconds) This Month	66
Walk-In Customers This Month	1,983
Email Requests For Service This Month	340

Licensing – Support Services

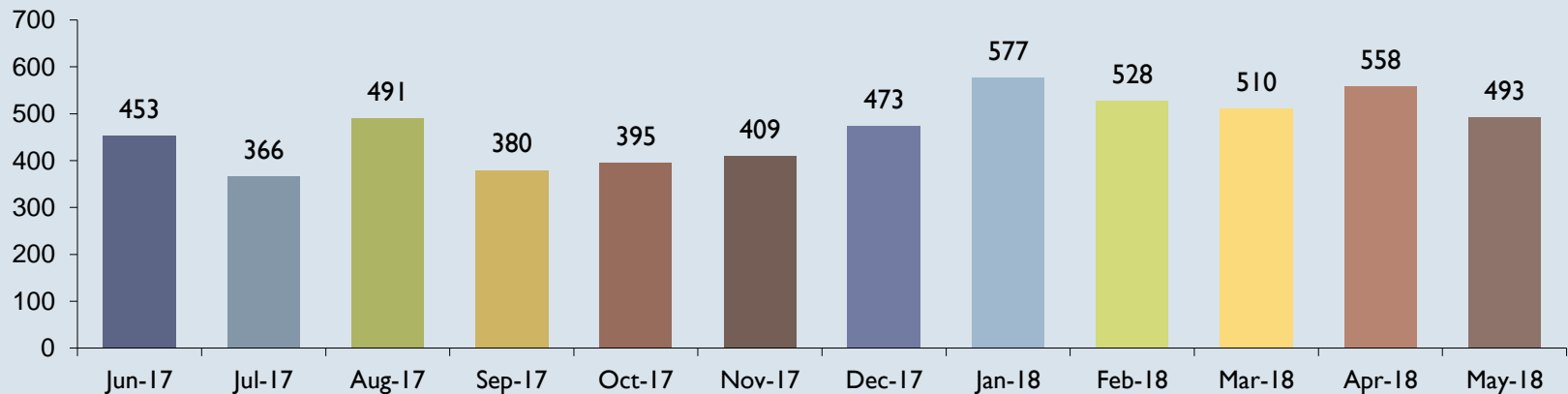
Phone Calls To Schedule an Inspection (x 5515)



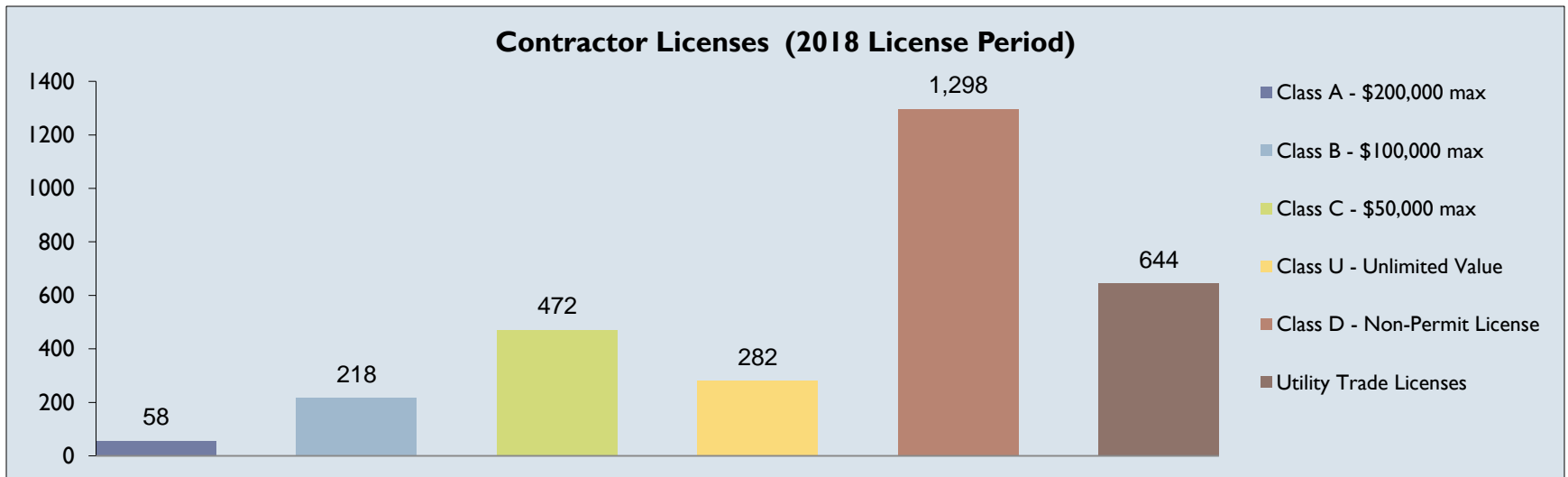
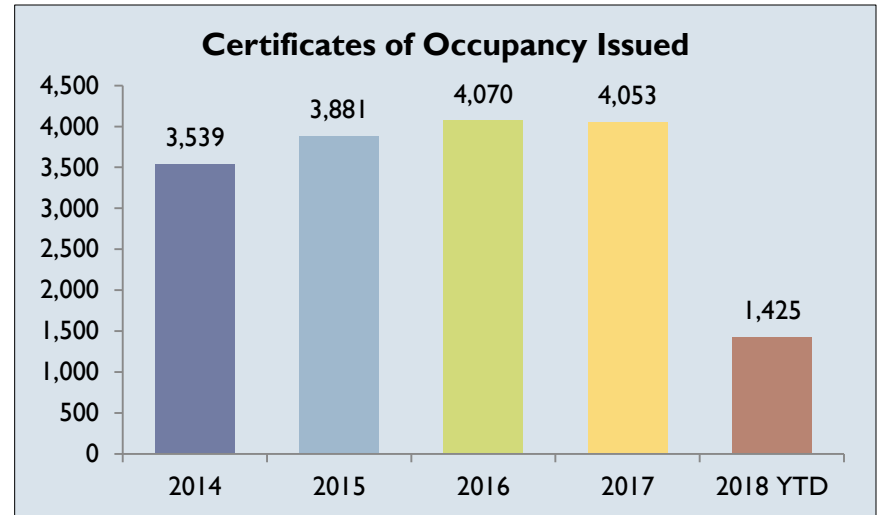
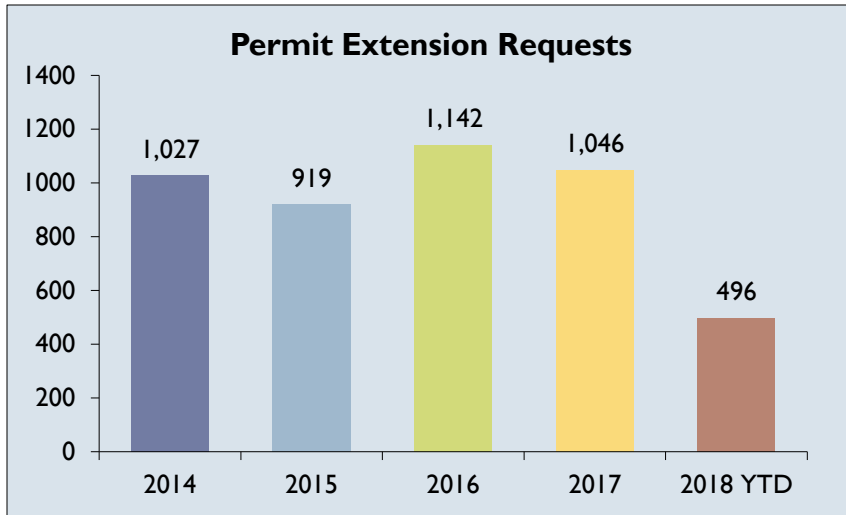
Walk-In Customers For Support Services



Calls to the Licensing Information Line (x 5420)



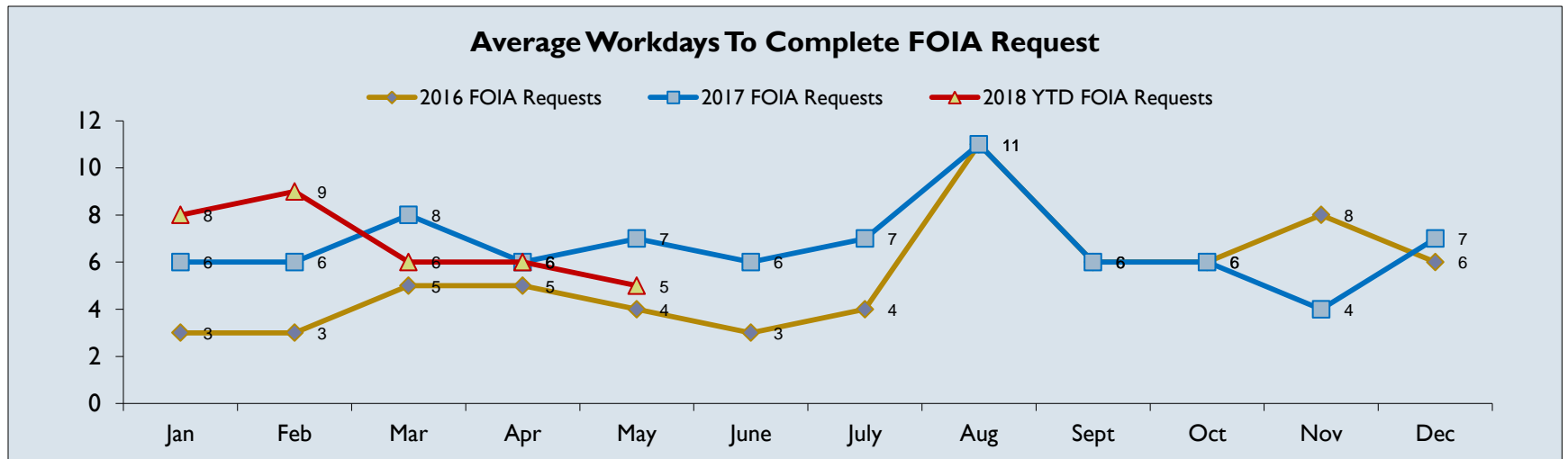
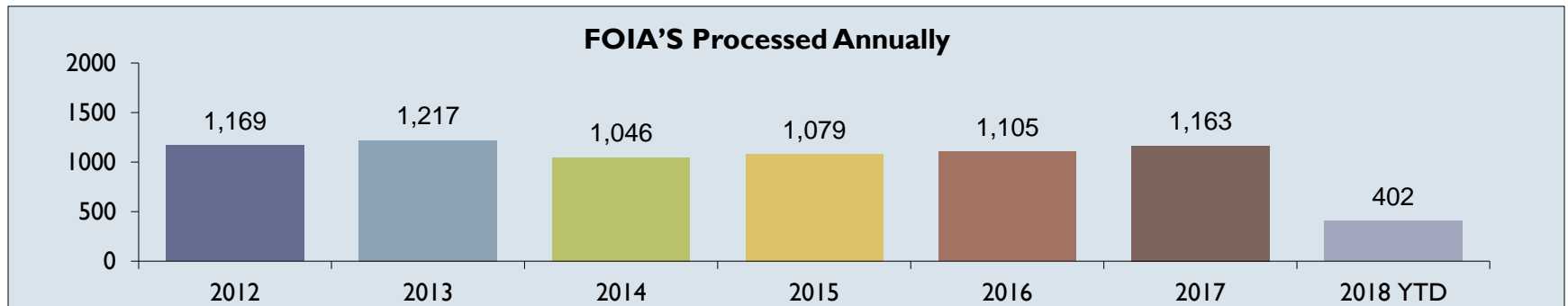
Licensing – Support Services



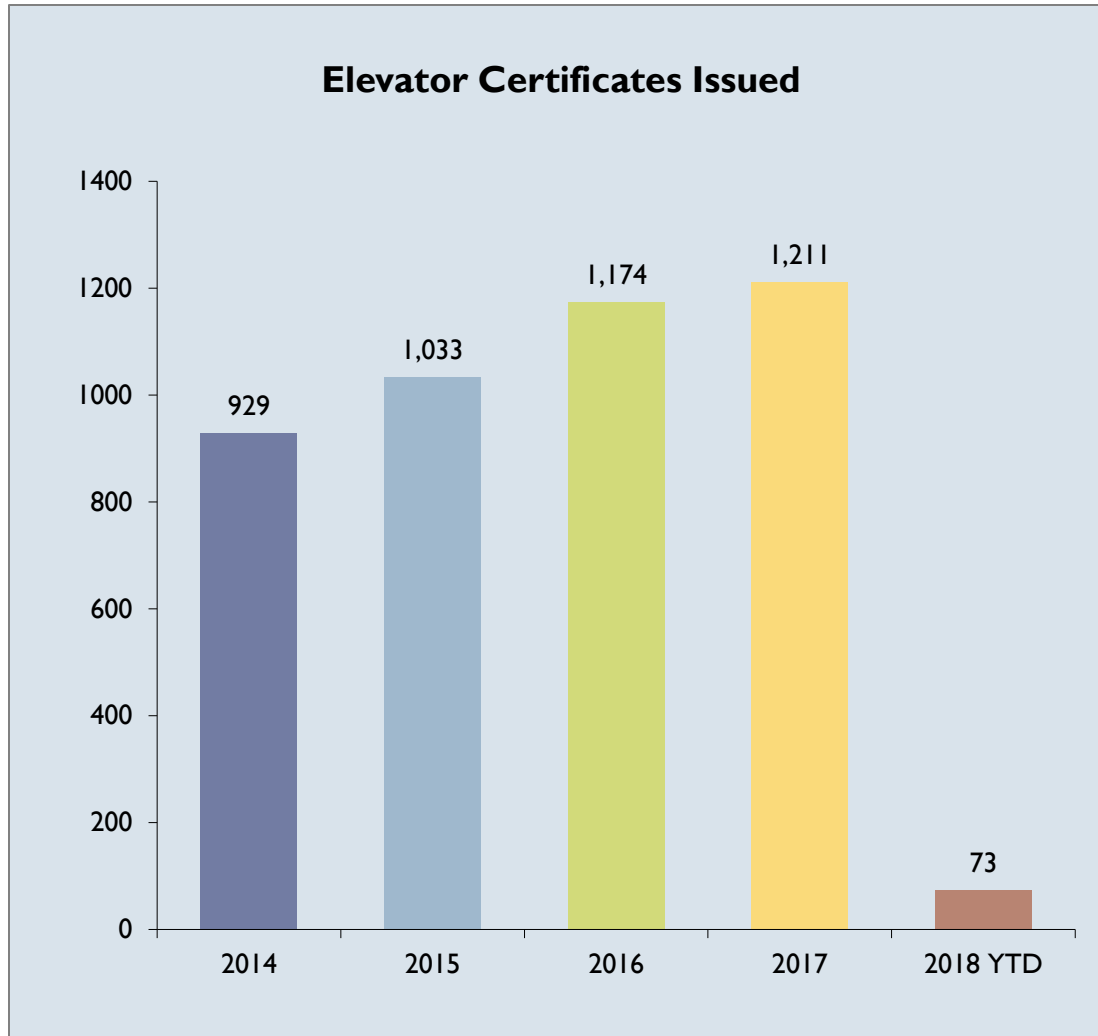
Licensing – Support Services

REQUESTS FOR INFORMATION - FOIA's

Requests for information from the Department fall under the Freedom of Information Act (FOIA). Support Services processes all requests to view or copy public records pursuant to the Delaware Code.



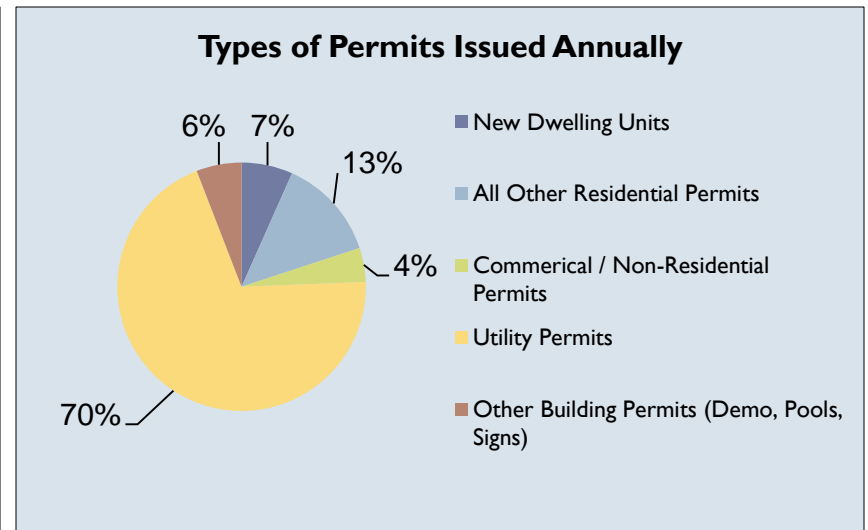
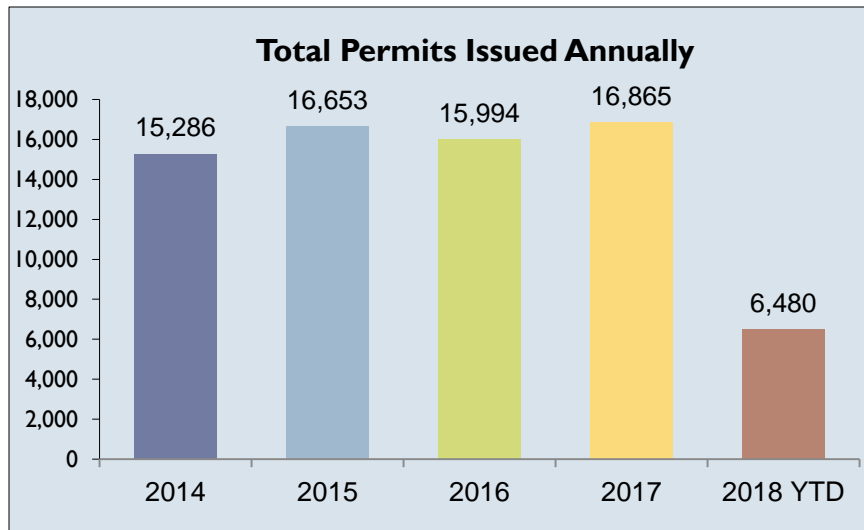
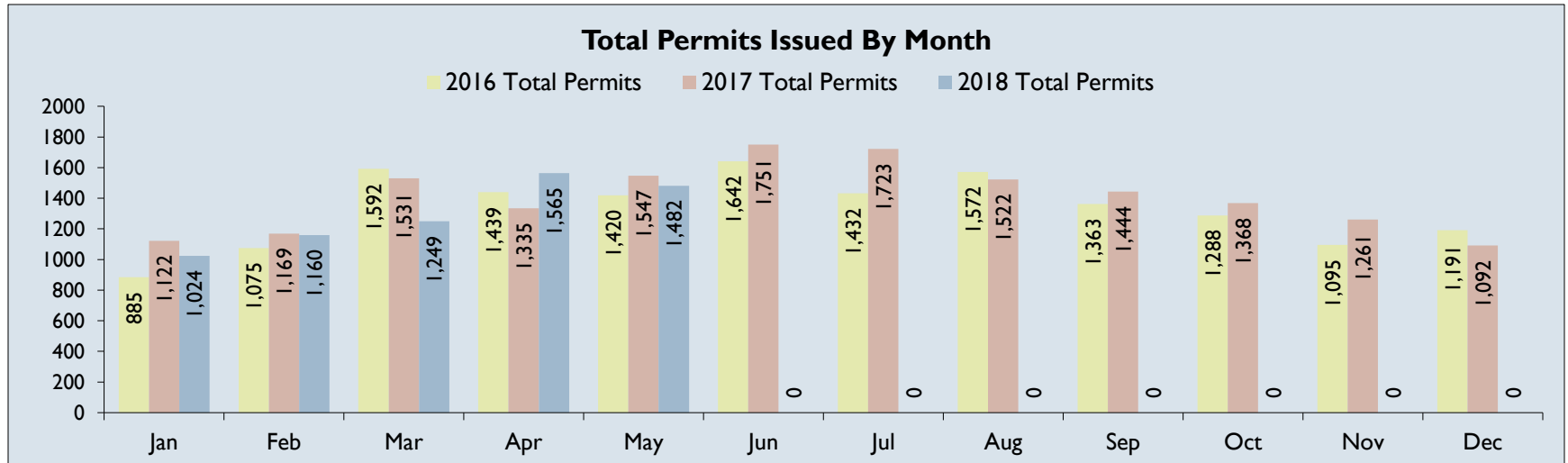
Licensing – Support Services



ELEVATOR CERTIFICATES OF COMPLIANCE

The Department is responsible for certifying that elevators are safe and secure. Our staff inspects the construction of elevator shafts as it relates to permitted work. However, the elevator itself is inspected by third party inspectors on regular basis. Support Services issues certificates of compliance for these elevators on an annual basis after receiving the required inspection report(s). This chart illustrates the volume of work involved.

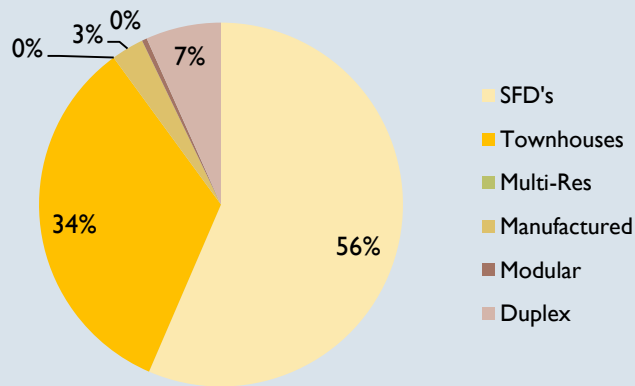
Licensing – Permits



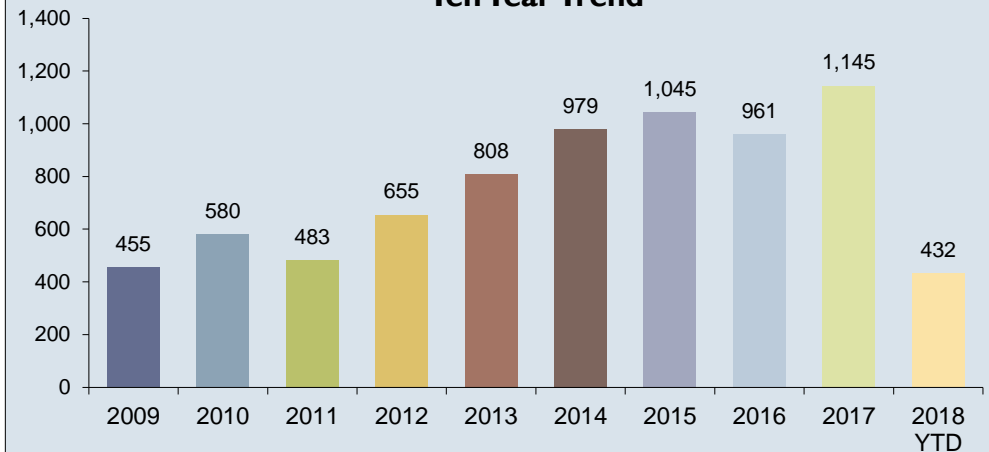
Licensing – Permits

For more information on growth trends for SFD's, please visit this [heatmap](#).

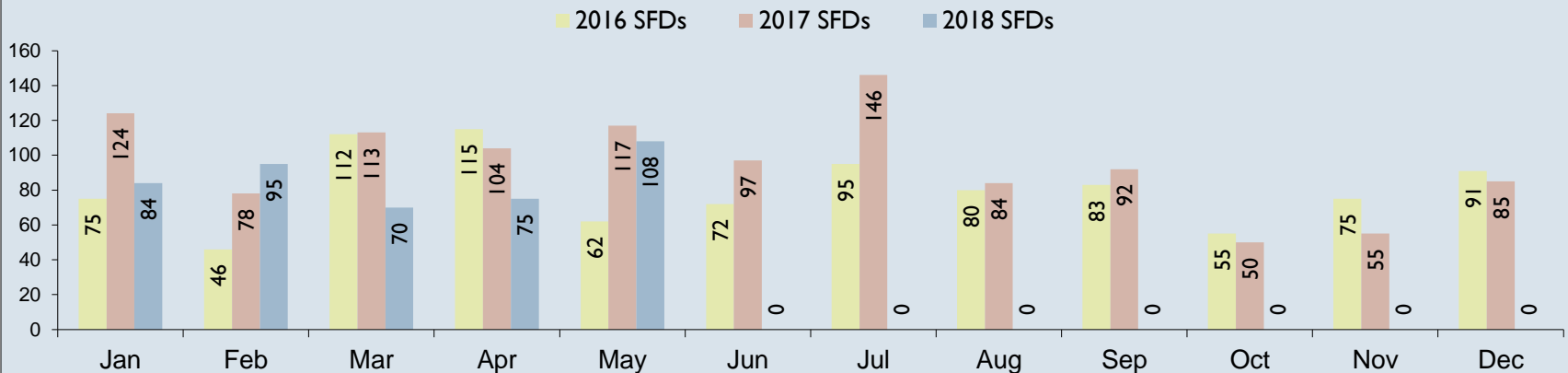
Dwelling Permits by Type for 2018



Dwelling Permits (SFD's, Multi-Res Bldgs, Towns) Ten Year Trend

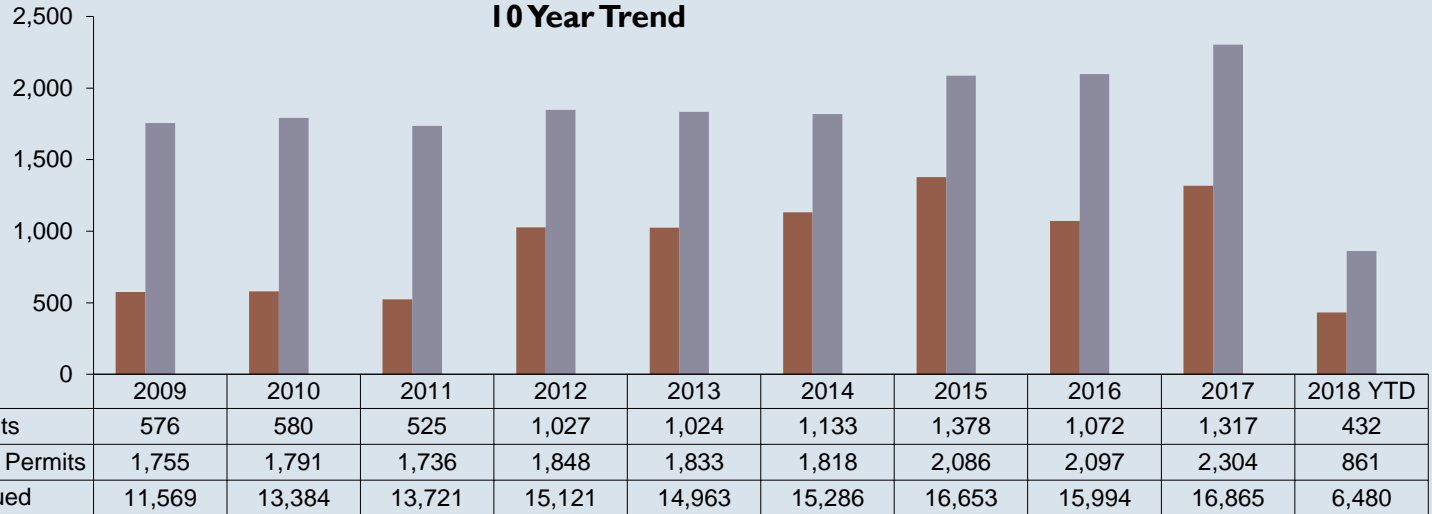


Dwelling Permits Issued by Month (SFD's, Multi-Res Bldgs, Townhouses)



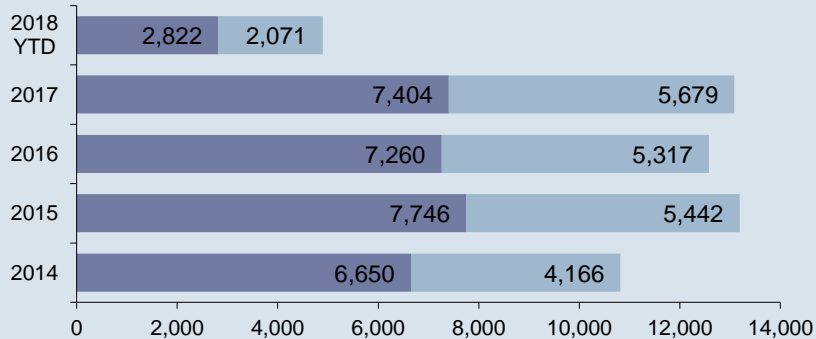
Licensing – Permits

**New Dwelling Units (Including Multi-Res) -vs- Other Residential Permits
10 Year Trend**



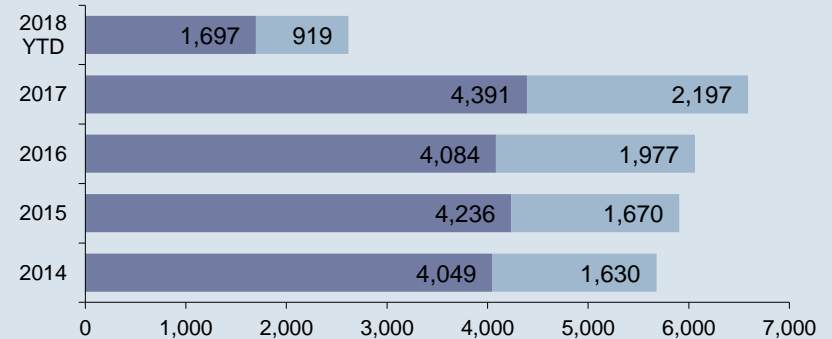
HVAC Permits

■ Walk-in ■ Online



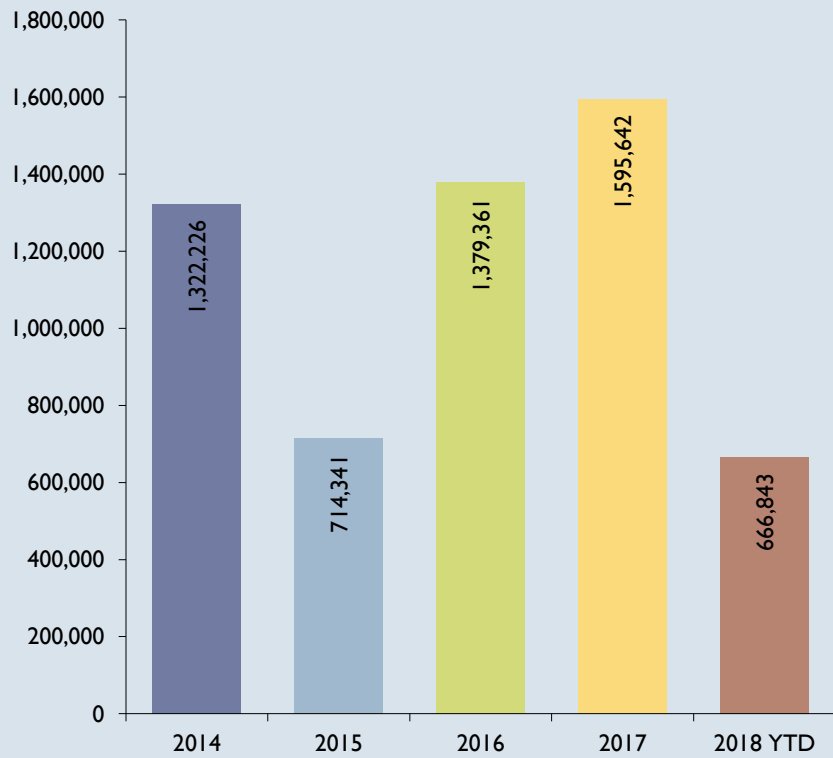
Plumbing Permits

■ Walk-in ■ Online

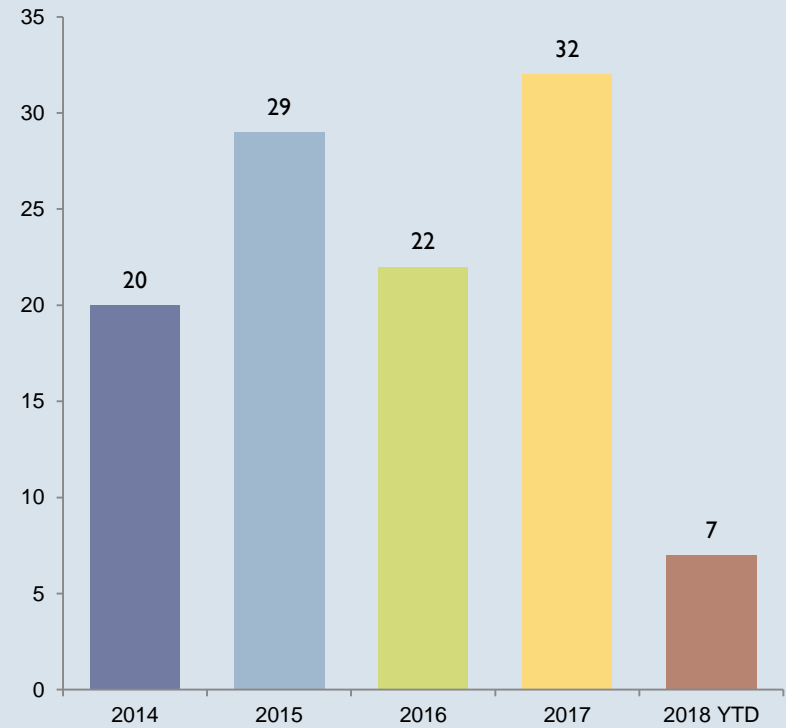


Licensing – Permits

Non-Residential Permitted Square Footage

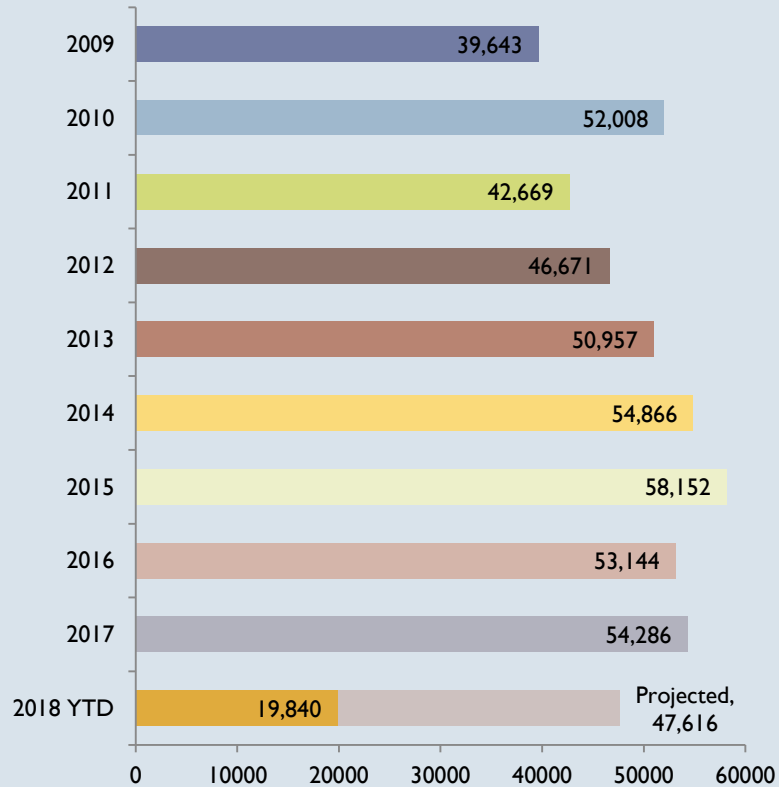


Total ADU Permits Issued Per Year

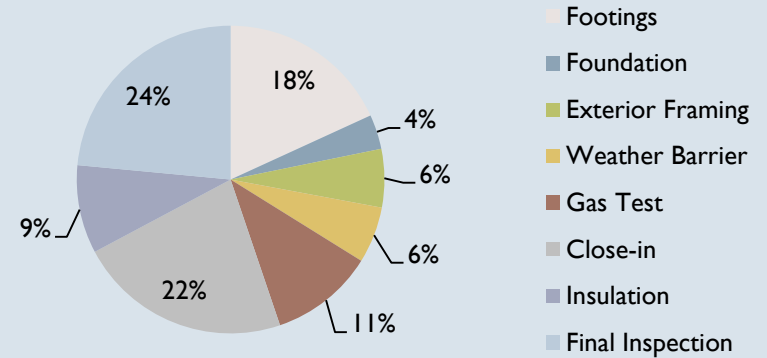


Licensing – Building Inspections

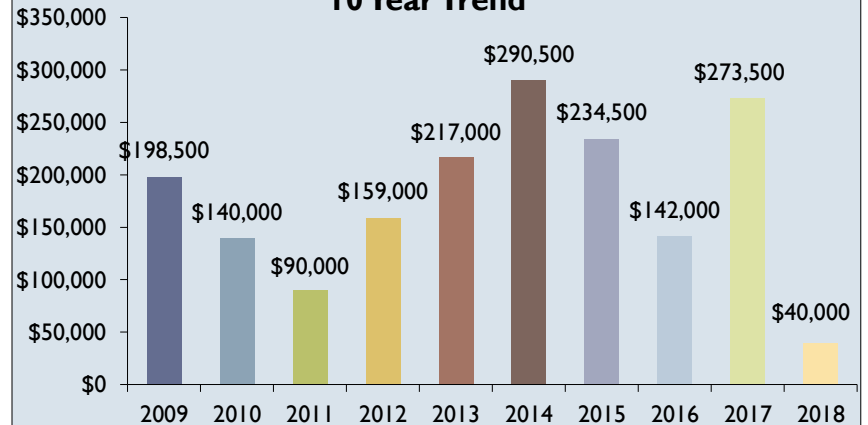
**Total Inspections Performed Per Year
10 Year Trend**



**Most Common Inspections Performed in
2018**

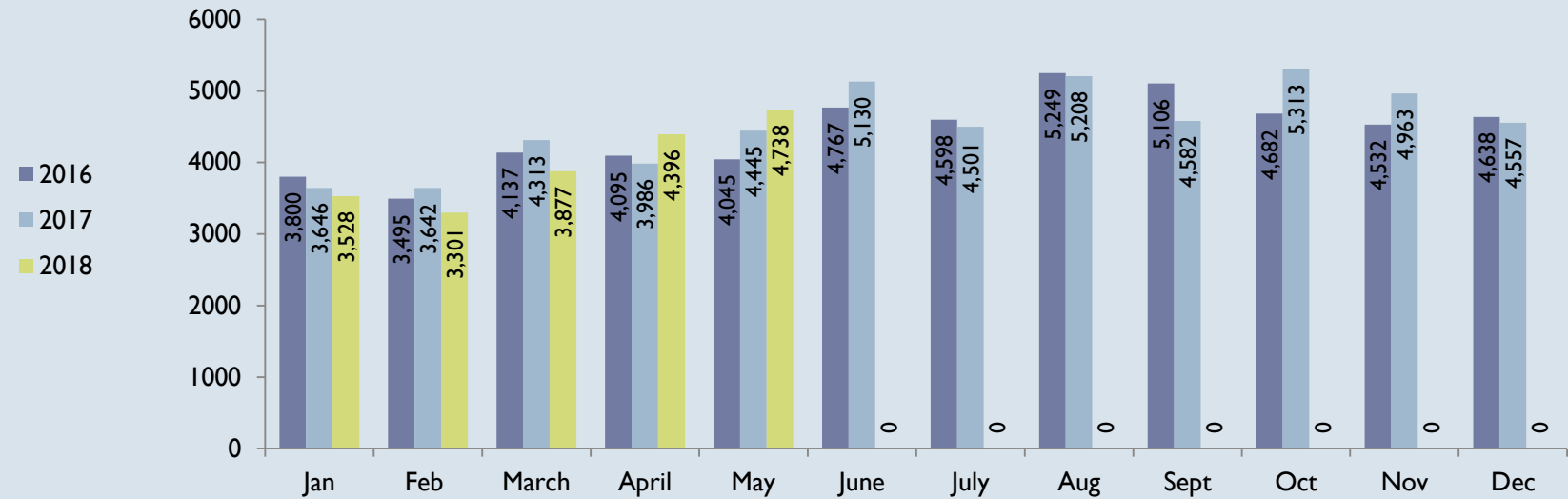


**Temporary Certificate of Occupancy
10 Year Trend**



Licensing – Building Inspections

Inspections Performed Per Month - 3 Year Comparison

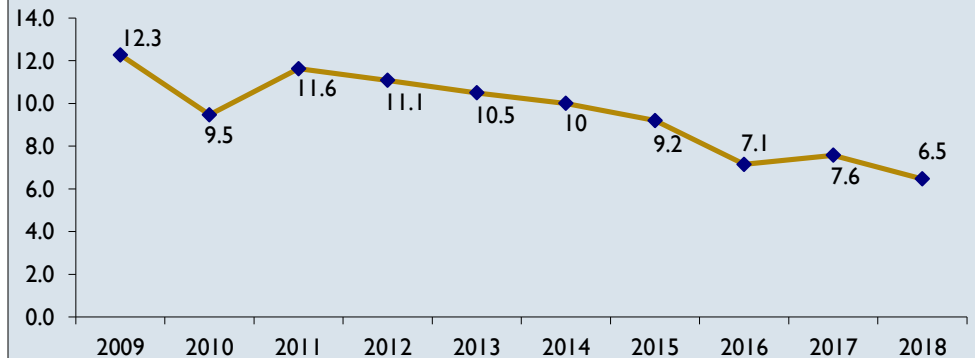


The point system used by the Inspections Section ensures an efficient use of an Inspector's time and allows more inspections to be scheduled than in the past.

INSPECTION POINT VALUE SYSTEM

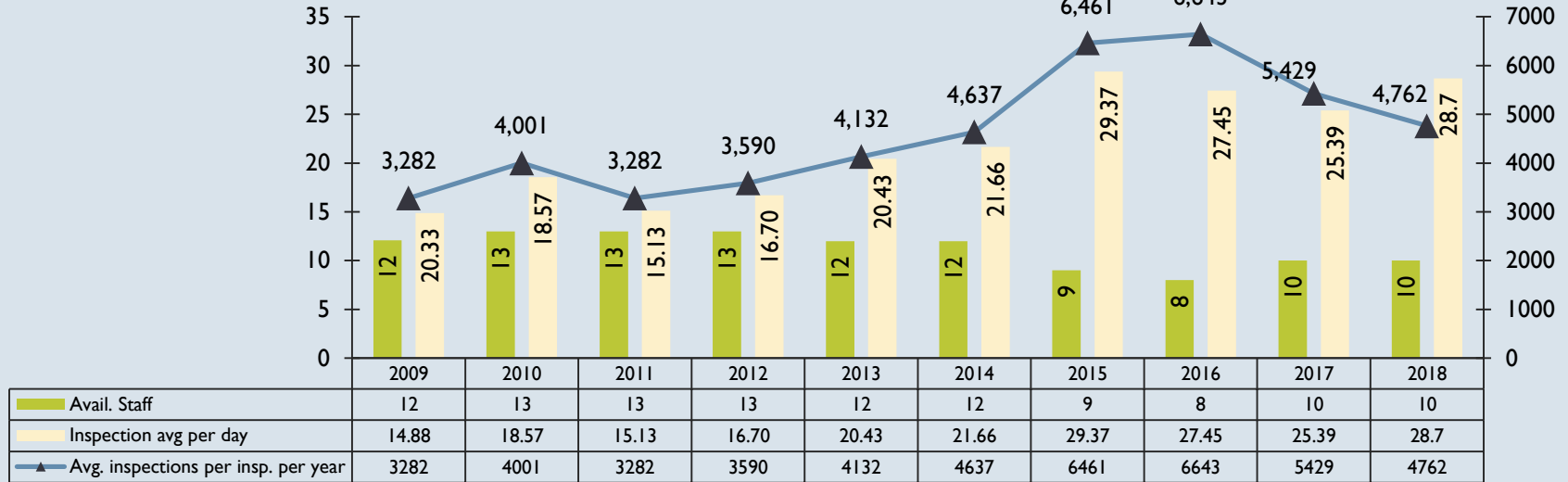
- ▶ P-015 Footing (7 points = 17 minutes)
- ▶ P-020 Foundation (5 points = 12 minutes)
- ▶ P-031 Exterior Framing (6 points = 14 minutes)
- ▶ P-032 Weather Barrier (8 points = 19 minutes)
- ▶ P-039 Gas test (5 points = 12 minutes)
- ▶ P-042 Close-in (11 points = 26 minutes)
- ▶ P-043 Insulation (7 points = 17 minutes)
- ▶ P-044 Lath (8 points = 19 minutes)
- ▶ P-051 Final Grading (4 points = 10 minutes)
- ▶ P-095 Final Inspection (15 points = 36 minutes)

Percentage of Failed Inspections, 10 Year Trend

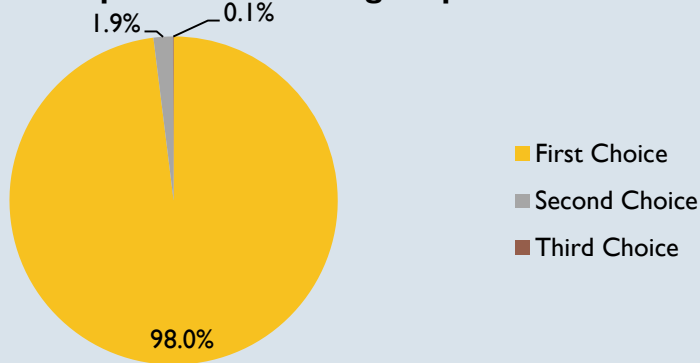


Licensing – Building Inspections

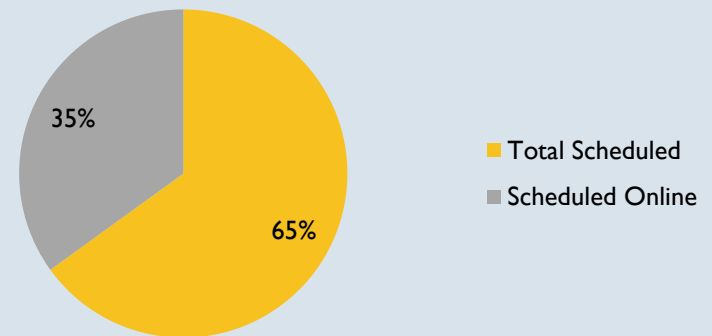
Average Daily Inspections Performed by Available Inspectors (10 Year Trend)



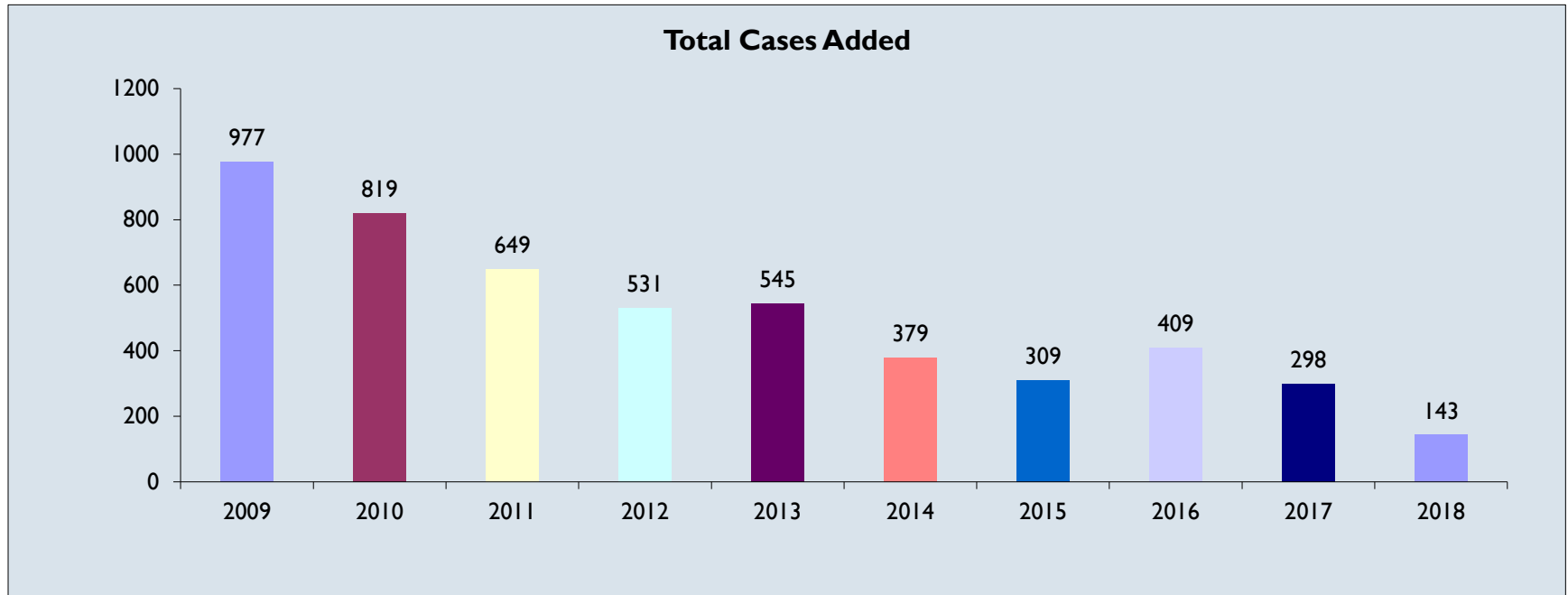
Inspection Scheduling Request



Inspections Scheduled Online -vs- x5515



Licensing – Building Inspections Cases



Cases are created by Building Inspections as a result of complaints submitted through the website or x5555, County Council, the Union, directly from the Building Inspector, or other departments and agencies. In an effort to better track emergency response inspections, those situations also result in cases being created.

The 2009 column includes 480 cases that were created to further tract the enforcement of the Contractor Licensing Ordinance. These cases are associated with sub-divisions and commercial sites where unlicensed contractors are more likely to conduct business.

Licensing – ICC Certifications

Number of Staff Members with International Code Council Certifications					
	PPT (5)	Plan Examiner (5)	Inspector (12)	Supervisor (9)	Total
Number of employees with an ICC Certificate	2	5	12	7	26
# of State and International Code Council Certifications					
Building Inspector		3	12	4	19
Comm. Bldg.		2	12	4	18
Comm. Mechanical			7	3	10
Comm. Plumbing		1	11	3	15
Comm. Plan Examiner		4		3	7
Comm. Mechanical Plan Review		1			1
Comm. Plumbing Plan Review		1			1
Residential Bldg.		2	12	3	17
Residential Mechanical			1		1
Residential Plan Examiner			2	1	3
Residential Energy Inspector / Plan Examiner		1	5	2	8
Property Maint. & Housing Inspector		1	1	2	4
Permit Technician	2			3	5
Accessibility Inspector / Plan Examiner		5		2	7
Manufactured Home Inspector			2		2
Certified Construction Reviewer (CCR) by DNREC			7	3	10
Total Certificates	2	21	72	33	128

Plan Examiners and Inspectors are required to maintain certifications through the International Code Council (ICC). In CY2016, 314 training hours were completed by the staff. Additionally, 181 hours were completed in CY2017. In the current year, 502 hours of training have been completed to date.

Division Accomplishments

- ▶ Added a **feature** to the Permits section of the New Castle County web page which shows **growth trends** of single family homes in the County. This **heatmap** is helpful for real estate agents, businesses, and anyone interested in growth trends. (November 2017)
- ▶ Land Use **Policies and Procedures** are currently being updated as part of the effort to achieve **IAS accreditation** for the Division. (Ongoing)
- ▶ Implemented a new “**Virtual Inspections**” procedure which gives applicants the ability to use either Skype or FaceTime to complete re-inspections as soon as the work has been completed. (July 2016)
- ▶ Create a **daily productivity report** showing individual staff and team work results which can be shared with management and their staff. (Ongoing)
- ▶ The department **gave presentations** to both Bancroft Construction and EDiS which provided a **high level view** of the entire LU process from initiating a land development plan, obtaining a building permit, completing the required inspections, and obtaining the Certificate of Occupancy. The department will be **returning** to EDiS in March to provide more in depth review of both the permits and inspections sections. **Additionally** in March, a presentation is scheduled to be given to Whiting-Turner as well. (All presentations have been given)
- ▶ In an effort to achieve **IAS accreditation**, the department is offering to facilitate testing to encourage the remaining Permit Processing Technicians to become ICC certified. (ICC Vouchers purchased 3/17 and employees are in the process of scheduling their exams)
- ▶ Working with **GIS group** on updating our Inspections’ map to include **real-time** employee locator and inspection **routing feature** to enhance our performance. (September 17’)
- ▶ In an effort to provide the highest level of customer service, Inspections is working to add a section to their web page which allows customers to “**Meet My Inspector**”. Customers will be able to see a picture of the inspector assigned to their area, they will also be provided with their contact information in an effort to promote greater visibility. (November 2017)