

DEPARTMENT
OF
COMMUNITY DEVELOPMENT
& ENFORCEMENT

Division of Construction
& Inspection Services

TOWNSHIP OF JACKSON

2007 BUDGET

DEPARTMENT NAME:
COMMERCIAL BUILDING STANDARDS

DEPARTMENT BUDGET CODE:
195

NARRATIVE SUMMARY

A. GENERAL DUTIES

1. To enforce the regulations of the State Uniform Construction Code Act, N.J.S.A 52:27D-1119 et seq. (P.L. 1975, c.217)
 - a. To encourage innovation and economy in construction and to provide requirements for construction and construction materials consistent with nationally recognized standards.
 - b. To formulate such requirements, to the extent practicable, in terms of performance objectives, so as to make adequate performance for the use intended as the test of acceptability.
 - c. To permit to the fullest extent feasible the use of modern technical methods, devices and improvements, including premanufactured systems, consistent with reasonable requirements for the health, safety and welfare of occupants or users of buildings and structures.
 - d. To insure adequate maintenance of buildings and structures throughout the Township and to adequately protect health, safety and welfare of the people.

B. SPECIFIC ACHIEVEMENTS FOR 2006:

1. Enacted a department procedural manual to assist in the daily operations of the department and give direction to it's personnel
2. Enacted a Building Department attachment to the Township's Web Site to assist the residents in the permit process.
3. Continued closure of old permits left by previous department Construction Officials. In the first six months this office closed 1,800 permits that were issued between 1980 and 2000. To date, it is estimated that the amount is now between 5,000 and 6,000 permits have been closed by conducting inspections and researching documents through existing paper documents and microfilm.
4. Maintaining plan review and inspection requirements within the time frame requirements set forth by the U.C.C.

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C. SPECIFIC OBJECTIVES FOR 2007:

1. Upgrade the department's codebooks to reflect the adoption of the new code requirements set forth by the state. ✓
2. Enhance resource material and library to reflect the new codes.
3. Continue to close old files and place the same on microfilm.
4. Institute a uniform program for department personnel.
5. Increase office space for department operations.
6. Replace failing computer equipment.
7. Continue training program for clerical staff and inspectors.
8. Enhance five year department plan

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS HERETO
ATTACHED:



**JACKSON TOWNSHIP
INSPECTIONS DEPARTMENT**

FIVE-YEAR PLAN

It is the intent of this department to set operational and financial goals that are obtainable, based on a five year period. The Building Department is unlike the other departments within the Township. Specifically, the Building Department is self-supporting, operating on the monies received from permit fees, copies of administrative documents and penalties issued.

Under direction of the Uniform Construction Code, the fees are based on the demands and responsibilities of the department. With the Township of Jackson under going a growth period that requires the Building Department to expand itself in order to maintain the service to the public and to maintain the duties and responsibilities of the Uniform Construction Code. Therefore, the Building Department in order to operate will raise fees to cover the department's expenses that include salaries, health benefits, vehicles, office supplies/equipment, fuel and utilities. Should the department's revenues exceed the expenses, the department must lower its fee.

1. Therefore, it will be the responsibility of the Construction Official and the Elected Officials to maintain the department's expenses and adjust its fees/revenue annual during the five-year plan.
2. With the growth of the Building Department the existing office space out grow itself over two years ago. Planning to increase the office area will be a priority.
3. Some of the department's vehicles are reaching 10 years and 100,000 miles. It is the intent to replace those vehicles that have become an expense through repairs. Additionally, to limit the costs to the department, the previous policy put into effect in 2000 reflecting the size of the vehicle will be changed. All vehicles purchased will be compact with smaller engines to offset the fuel costs.
4. The identification of township employees is important to the public. With the Building Department Personnel having the responsibility of conducting inspection at residential homes and commercial establishment, it is important that they are identifiable as township employees. Identification procedures will be addressed that will include uniforms and visible ID.
5. A replacement program will be put into effect to replace the failing office computers that will be reaching 7 years.
6. Continuous up-grades will be made to the departments Website.

