

City of Urbana

Building Safety Division



2008 Annual Report



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Building Safety Division

m e m o r a n d u m

TO: Elizabeth Tyler, AICP, Director

FROM: Gordon R. Skinner, Building Safety Division Manager

DATE: April 2, 2009

SUBJECT: **2008 ANNUAL REPORT**
BUILDING SAFETY DIVISION OF THE CITY OF URBANA

2008 was a very busy and productive year for the Building Safety Division. The following reports describe the division activity for the previous year. This information is presented in terms of the number of permits, number of inspections and revenues generated by permit type. Revenue from the second year of the rental registration program is reported. Also included is time series information going back for a five year period from 2004. A report on activities of the Housing Inspectors section is also included.

Total Building Safety revenue from all sources in 2008 was \$754,330.64. This amount is the second highest ever generated by the Building Safety Division and includes revenue from the rental registration program. The rental registration amount was \$180,535.79, including late fees and fines. The non-rental registration amount was \$573,794.85 and was an increase over the \$534,388 collected in 2007. During the last five years, Building Safety has collected a total of \$3,236,837 with an average of \$647,367 per year.

The total number of permits issued by the division in 2008 was 1784. The average number of permits for the last five years was 1796 and building activity has remained fairly steady over the last five years until the fall quarter of 2008. The national economic situation has begun to affect the permits in Urbana.

The total number of inspections performed by the Division in 2008 was 3267. The average number of inspections for the last five years was 4323. Inspection activity has decreased but remains busy, providing service to permit holders, contractors, and home owners.

In 2008, the Building Safety Division oversaw several larger on-going construction projects in Urbana, including Meijer's, Carle's new Urbana South Clinic, Mills Breast Clinic for Carle, Christie's new Urbana Clinic, Gregory Place II, U of I Gateway building

at Lincoln and University, Family Dollar on Philo, new apartment buildings at Town & Country, Milo's relocation and Common Ground relocation at Lincoln Square. Numerous other projects were completed including Walgreens on Philo, Monical's Pizza, Subway at the Pines, and the addition to Little Hearts and Hands Day-Care.

In 2009, the Division looks forward to a busy year that will see some projects finished and others started, including Heartland Bank, Burger King, Frasca warehouse, Eastland Suites apartments, Hendrick House remodel, the Park District storage facility, Comfort Inn Motel, and the Carle Echo Lab building.

The Urbana Champaign Sanitary District project 2010 Phase III is now under review and this multi-million dollar remodel and addition to the East Urbana property is scheduled to start this summer.

We have issued remodeling permits to Carle Clinic and Carle Hospital for several million dollars worth of ongoing remodels on the Carle Medical Campus.

We also anticipate more information about the nine story building planned as a Heart Center for Carle Hospital.

The Building Safety Division, along with the Finance Department, had a successful third billing for the new rental housing registration program. An 18-month review of the program was reported to the Mayor and Council in October 2008. A copy of the review is included in this report. Building Safety handled numerous telephone and personal contacts during this time to educate and coordinate compliance. Housing inspectors completed field inspections to verify if dwellings were rental and forwarded delinquents to Finance for referral to our Legal Department. The rental registration summary is included.

Housing inspector's activity for 2008 is also included in this report. Systematic inspections of multi-family residences were on-going and the systematic inspection of single-family and duplex rentals begun in August 2007 has increased. A total of 1649 multi-family dwellings and 100 single family and duplex dwellings were inspected this year. The goal of the city council and staff is to inspect all rentals in the City within a three to five year time frame. We are currently on schedule to complete this inspection cycle in the five year time.

Due to a large number of tenant and citizen complaints, calls for police service, and the general decline of property maintenance issues, staff inspected the Woodstone and Scottswood properties as directed by city administration. A large number of property maintenance violations were cited and these properties were assigned a C/D classification. The Problem Properties Team composed of the Mayor, Legal, Police, Fire, Human Relations, and Community Development Staff, meet quarterly working as a team to resolve the many issues associated with this properties.

One multi-family and nine single family rentals were respectfully issued a Class A Certificate of Registration.

Our office received 48 tenant complaints this year, two fewer than the previous year. Most of the cited violations were completed within the 30 to 45 days as the notice of violations required.

Inspections for the University of Illinois Certified Housing Program were started in September with final inspections completed in December. Twenty-five properties were inspected which included a total of 1334 student residents.

Other important programs were also completed by the Housing Inspection staff, such as certified housing, mobile home parks, fire department follow-ups, and Grant Management program inspections.

GRS:vpp

2008

PERMIT

TOTALS

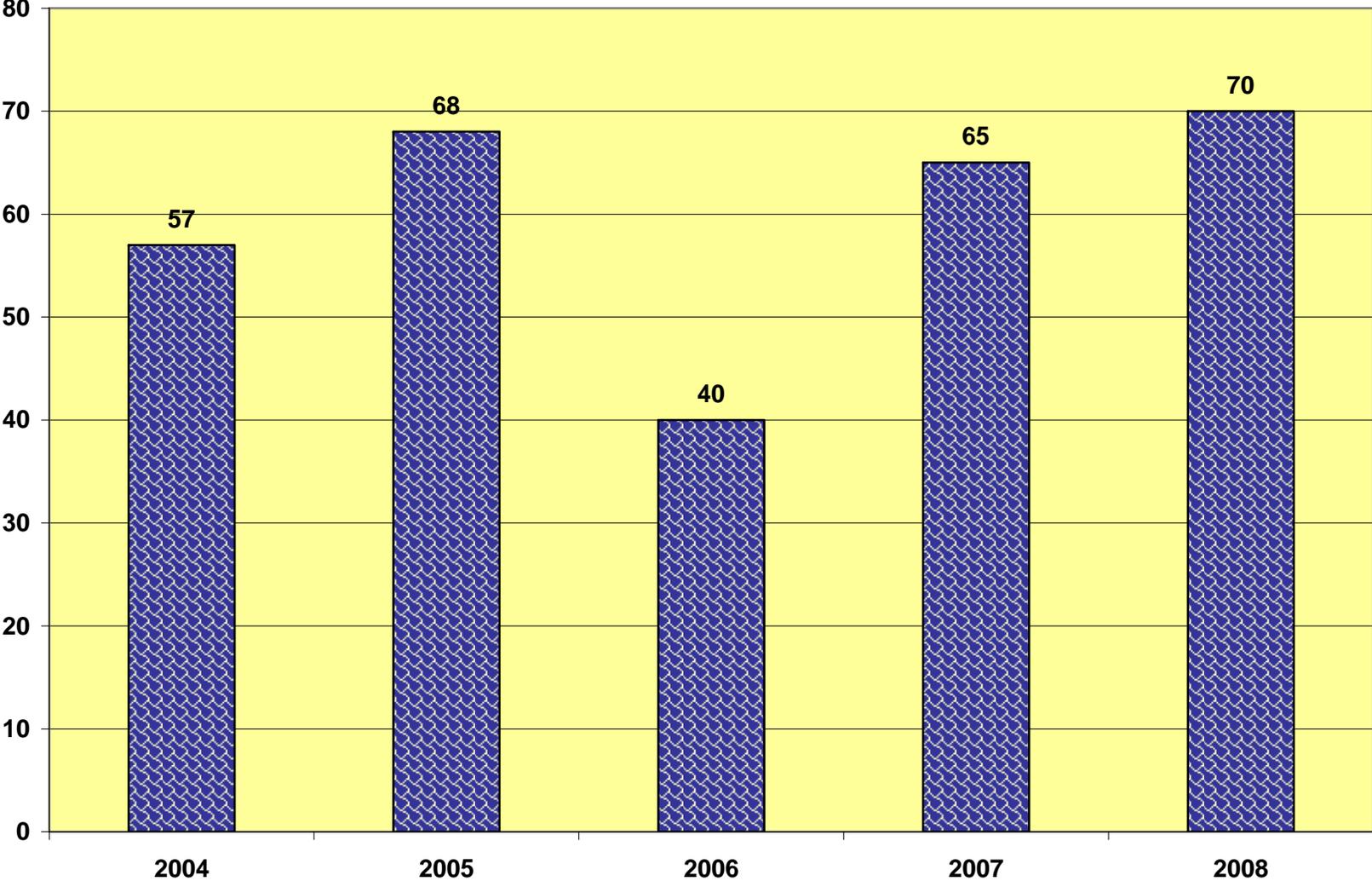
**BUILDING SAFETY DIVISION
COMMUNITY DEVELOPMENT SERVICES
YEAR 2008 Totals**

PERMITS, LICENSES, EXAMS		
Activity	Number Issued	Fees Collected
Building Permits	196	\$164,023.00
Plan Reviews	70	\$137,071.00
Utility Permits	168	\$11,118.00
Demolition Utility Permits	26	\$3,362.00
Sign Utility Permits	51	\$2,476.00
Plumbing Permits	427	\$65,012.00
HVAC Permits (Mech)	437	\$69,229.83
Electrical Permits	409	\$79,922.52
Temporary Certificates of Occupancy	26	\$2,850.00
Rental Registration (Includes Late Fees/Fines)	9,228	\$180,535.79
Certified Housing Contract	1	\$21,580.50
Total Inspections for Year	3,267	
Gordon ----	170	
Clay -----	2	
Corey -----	1,152	
Steve -----	766	
Tim -----	1,149	
Stephen ---	12	
Randy ----	1	
Miscellaneous --	15	
Elect License-Renew	81	\$12,100.00
Elect Non-Urbana Transferred License	37	\$5,050.00
TOTAL PERMIT FEES-2008		\$532,214.35
TOTAL NUMBER OF PERMITS-2008	1,784	
TOTAL TEMPORARY C OF O'S/FEES	26	\$2,850.00
TOTAL INSPECTIONS	3,267	
TOTAL RENTAL REGISTRATION (Includes Late Fees/Fines)	9,228	\$180,535.79
TOTAL CERTIFIED HOUSING CONTRACT	1	\$21,580.50
TOTAL ELECT RENEWALS/TRANSFERS	118	17,150.00
GRAND TOTAL AMOUNT		754,330.64

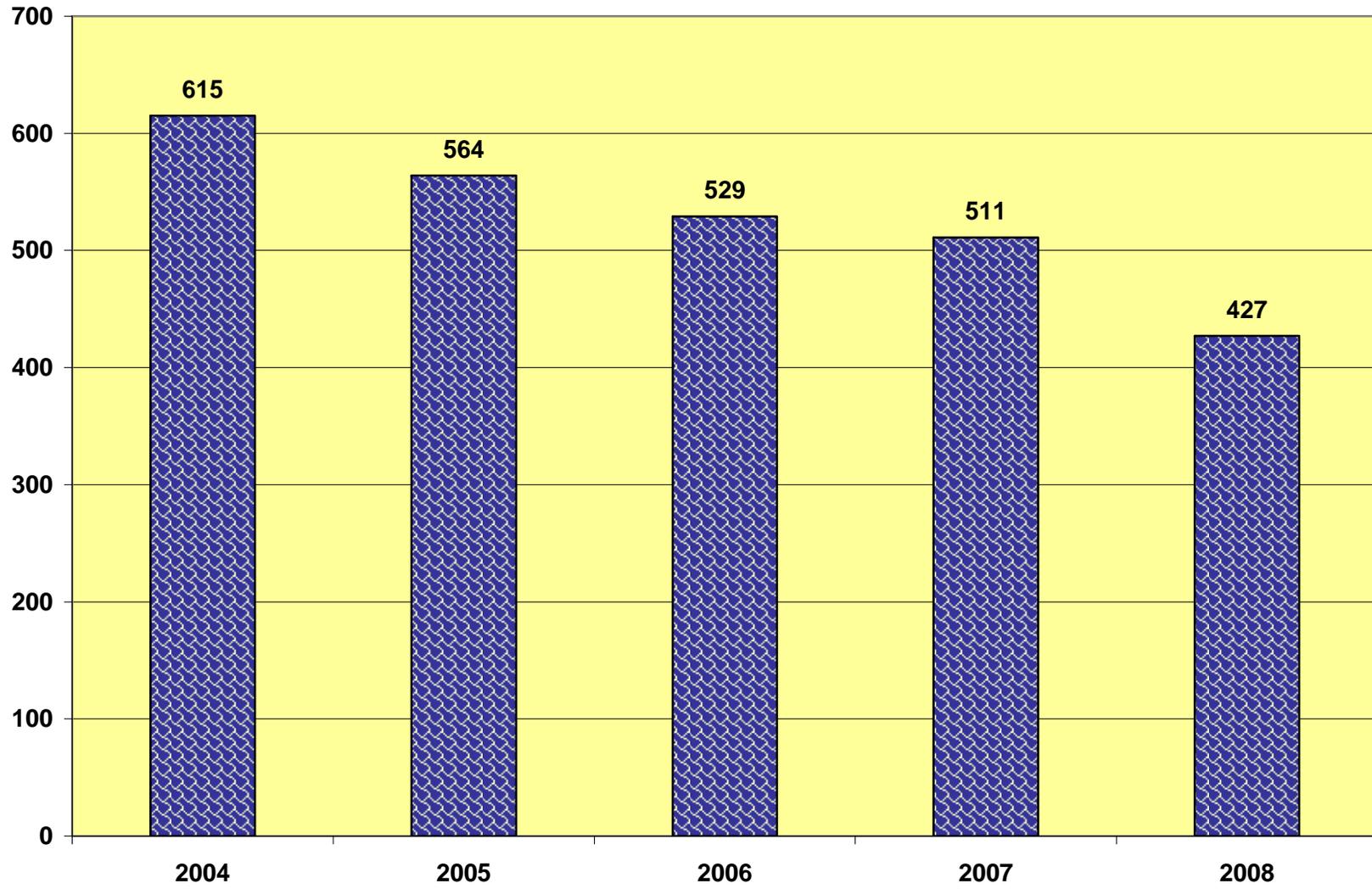
PERMIT TOTALS FOR YEAR 2008

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	13	15	14	20	11	26	16	17	17	20	11	16	196
UTILITY PERMITS	9	4	19	17	26	15	24	12	13	15	9	5	168
DEMOLITION PERMITS	1	2	2	3	1	4	2	2	2	0	3	4	26
SIGN PERMITS	6	3	6	10	1	3	0	5	6	2	2	7	51
PLUMBING PERMITS	33	39	34	34	18	35	55	37	37	41	25	39	427
MECHANICAL PERMITS	47	52	28	22	48	55	32	23	29	46	29	26	437
ELECTRICAL PERMITS	29	22	22	43	41	33	56	36	29	42	29	27	409
YEAR PERMIT TOTALS ONLY	138	137	125	149	146	171	185	132	133	166	108	124	1714
PLAN REVIEWS	6	11	7	12	2	6	5	6	1	5	3	6	70
TEMP C OF O'S	2	4	1	3	1	0	2	6	3	2	1	1	26
ELECTRICAL LICENSE RENEWALS		1				35	40	5					81
ELECT NON-URBANA TRANSFERRED LICENSE	0	1	4	4	7	3	9	3	2	2	0	2	37
ELECTRICAL LICENSE TOTALS	0	2	4	4	7	38	49	8	2	2	0	2	118
RENTAL REGISTRATION (Includes Late Fees & Fines)										9228			9228
CERTIFIED HOUSING CONTRACT		1						1					2
YEAR TOTALS FOR THE MONTH-only includes group totals	146	154	137	168	156	215	241	152	139	175	112	133	1928
INSPECTION TOTALS	204	172	224	333	223	327	376	328	225	265	232	358	3267

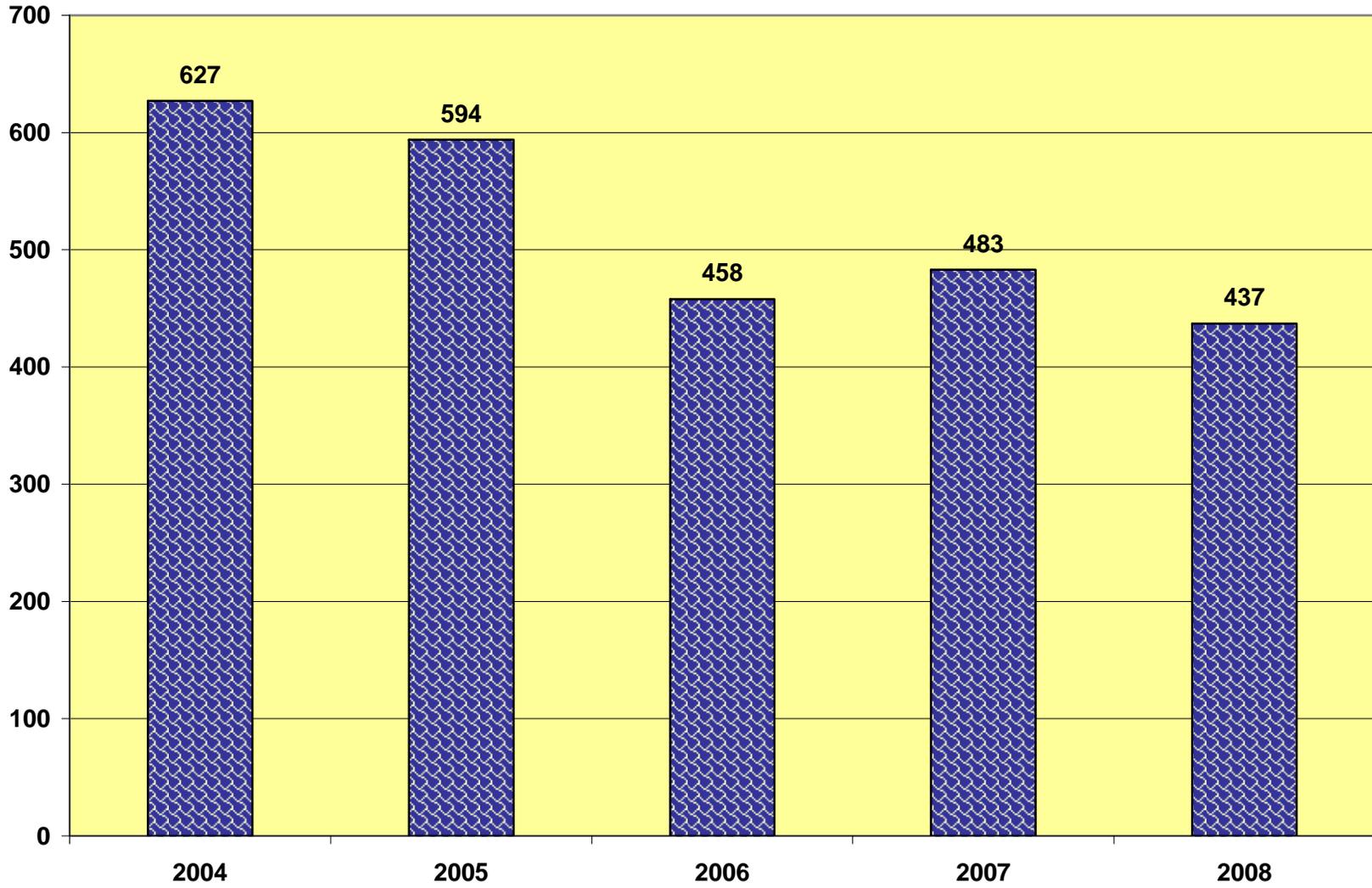
**TOTAL NUMBER OF PLAN REVIEWS
2004 - 2008**



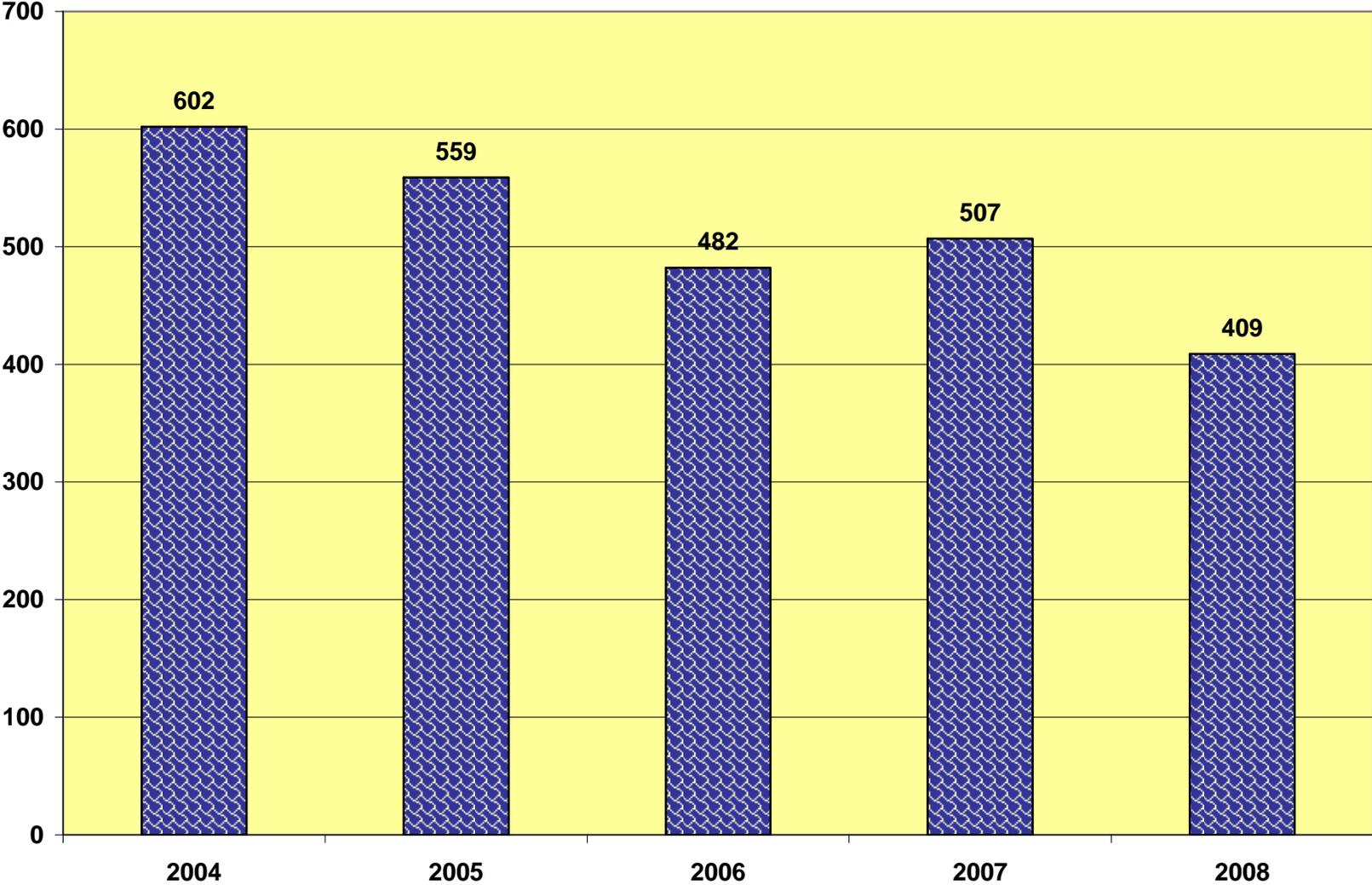
TOTAL NUMBER OF PLUMBING PERMITS 2004 - 2008



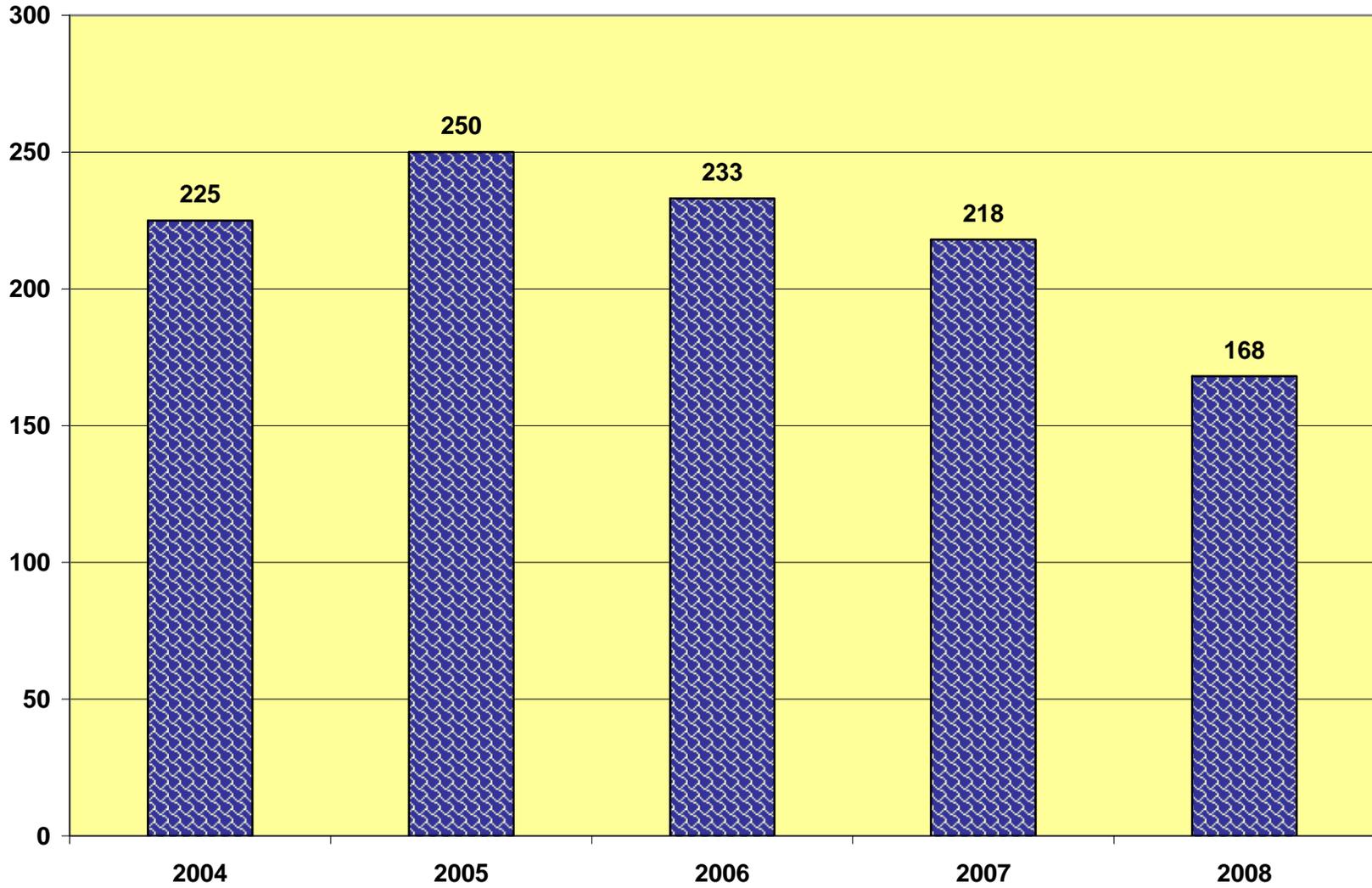
**TOTAL NUMBER OF MECHANICAL PERMITS
2004 - 2008**



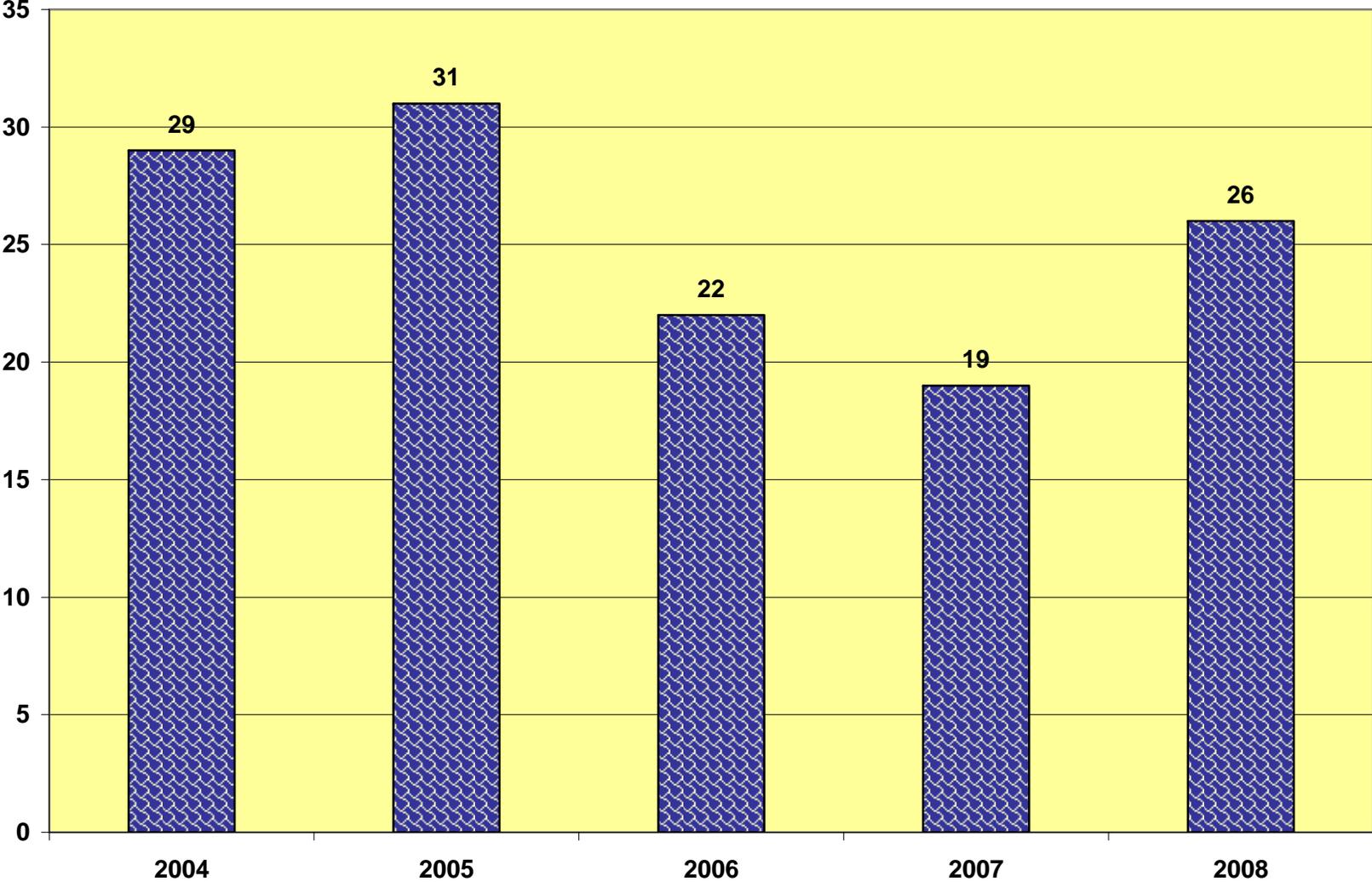
**TOTAL NUMBER OF ELECTRICAL PERMITS
2004 - 2008**



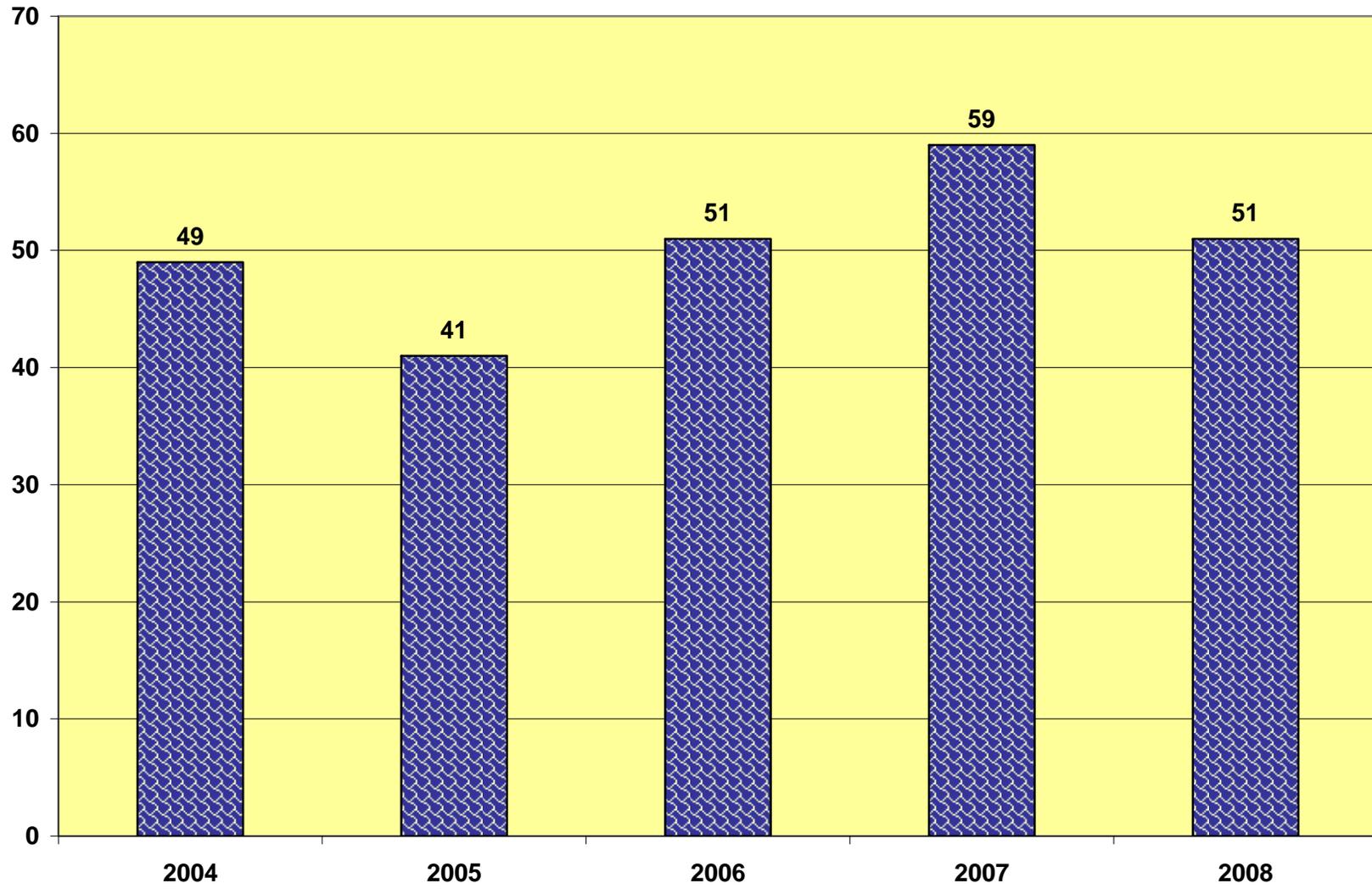
**TOTAL NUMBER OF UTILITY PERMITS
2004 - 2008**



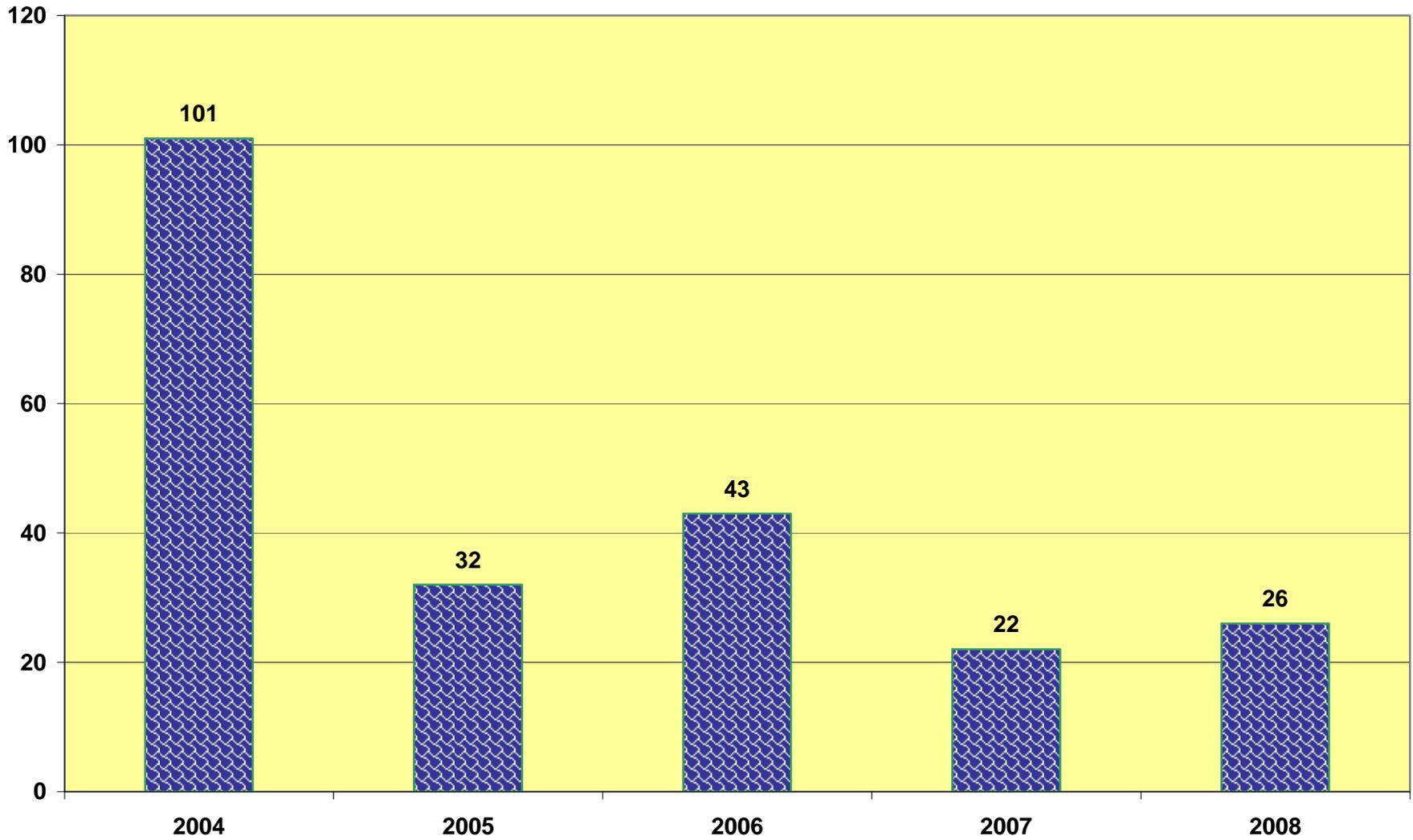
**TOTAL NUMBER OF DEMOLITION PERMITS
2004 - 2008**



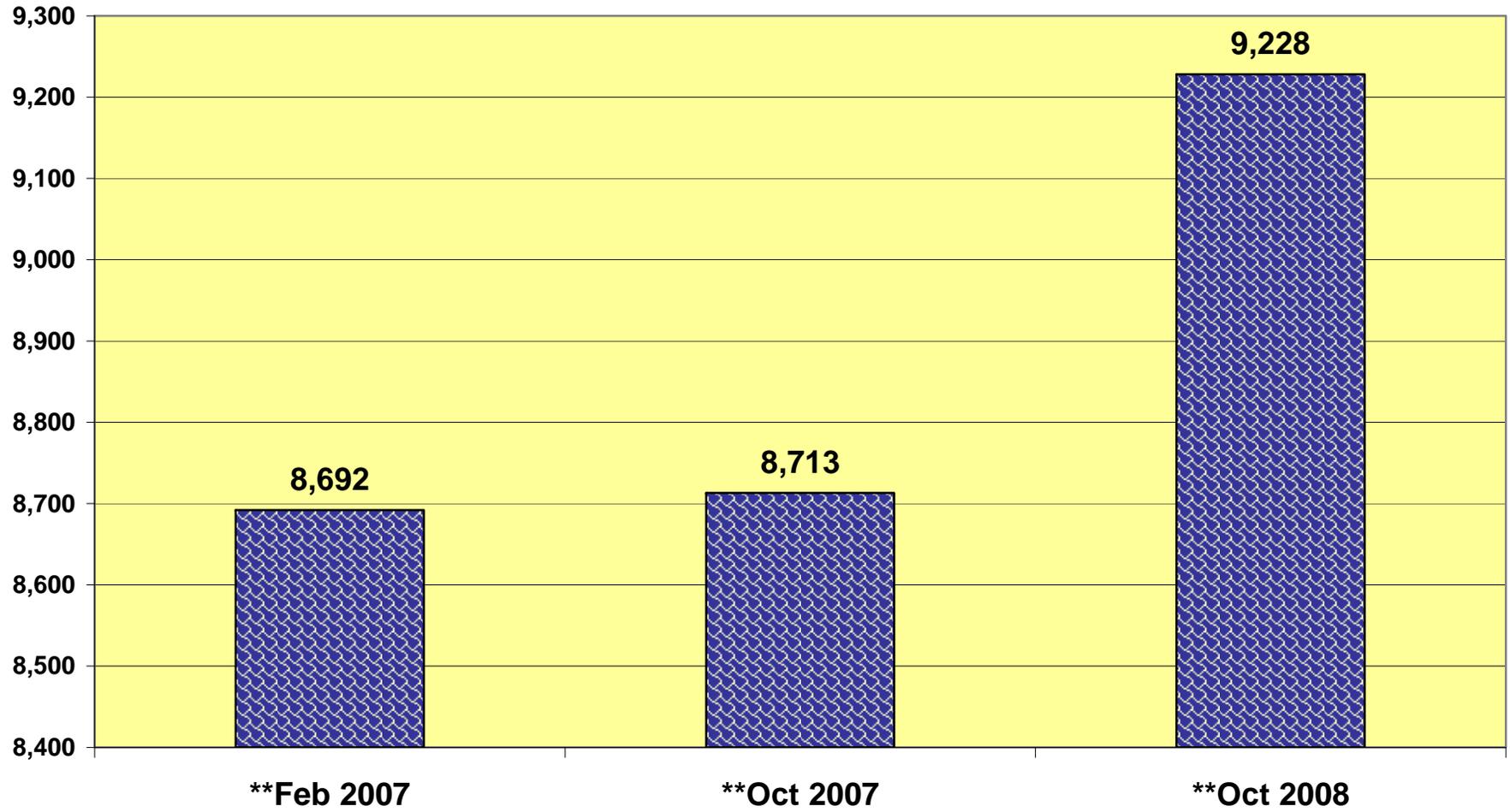
**TOTAL NUMBER OF SIGN PERMITS
2004 - 2008**



**TOTAL NUMBER FOR TEMPORARY CERTIFICATES OF OCCUPANCY
2004-2008**



**RENTAL REGISTRATION (#UNITS/BLDGS)
2007-2008**



2008

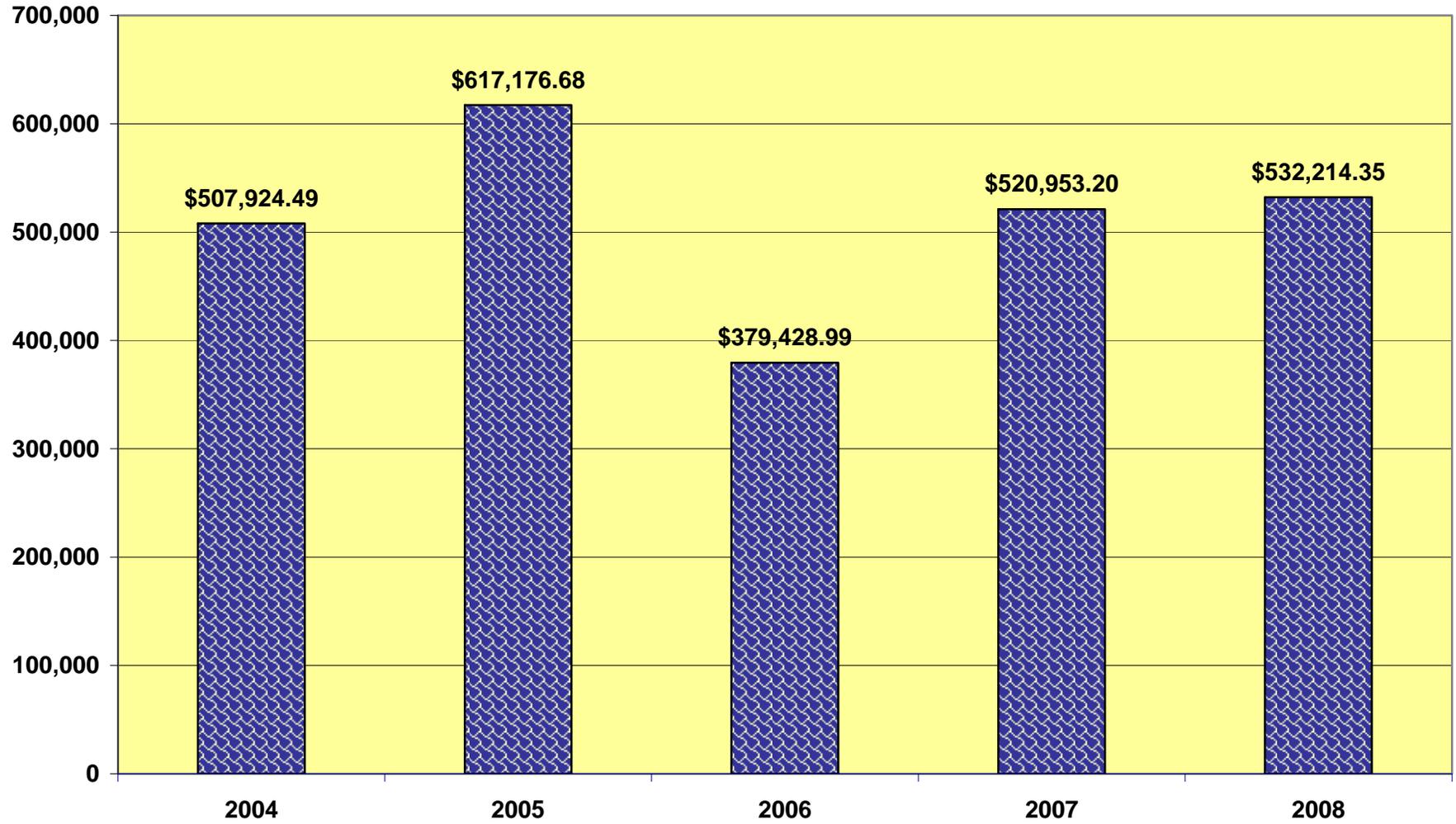
FEE

TOTALS

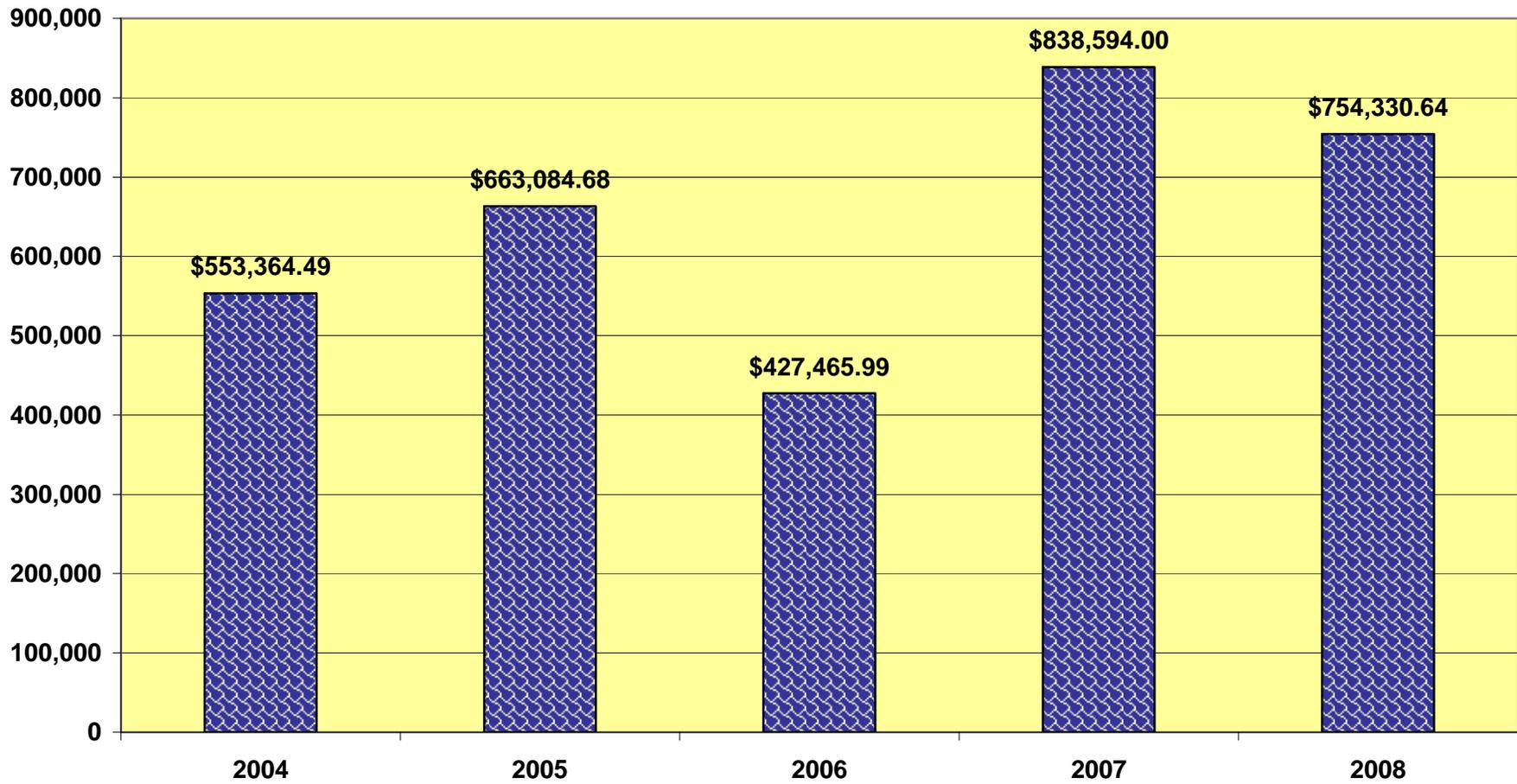
FEE TOTALS FOR YEAR 2008

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	\$10,945.00	\$15,447.00	\$14,053.00	\$23,767.00	\$2,385.00	\$15,970.00	\$7,129.00	\$21,420.00	\$3,592.00	\$7,429.00	\$30,012.00	\$11,874.00	\$164,023.00
UTILITY PERMITS	\$430.00	\$100.00	\$1,977.00	\$445.00	\$993.00	\$475.00	\$1,365.00	\$420.00	\$2,428.00	\$1,970.00	\$370.00	\$145.00	\$11,118.00
DEMOLITION PERMITS	\$150.00	\$430.00	\$0.00	\$489.00	\$150.00	\$527.00	\$150.00	\$300.00	\$300.00	\$0.00	\$416.00	\$450.00	\$3,362.00
SIGN PERMITS	\$420.00	\$181.00	\$295.00	\$616.00	\$50.00	\$190.00	\$0.00	\$125.00	\$200.00	\$165.00	\$50.00	\$184.00	\$2,476.00
PLUMBING PERMITS	\$2,836.00	\$7,032.00	\$5,236.00	\$11,432.00	\$3,980.00	\$4,816.00	\$7,786.00	\$5,824.00	\$3,766.00	\$3,230.00	\$2,866.00	\$6,208.00	\$65,012.00
HVAC PERMIT (MECH)	\$13,065.50	\$3,436.00	\$6,735.00	\$6,489.33	\$7,105.68	\$9,677.93	\$6,011.70	\$1,673.56	\$5,474.00	\$3,562.84	\$2,530.29	\$3,468.00	\$69,229.83
ELECTRICAL PERMITS	\$1,365.00	\$7,360.00	\$11,065.00	\$9,001.39	\$5,195.00	\$5,313.00	\$6,463.00	\$15,713.13	\$3,384.00	\$4,580.00	\$2,448.00	\$8,035.00	\$79,922.52
YEAR FEE TOTALS ONLY	\$29,211.50	\$33,986.00	\$39,361.00	\$52,239.72	\$19,858.68	\$36,968.93	\$28,904.70	\$45,475.69	\$19,144.00	\$20,936.84	\$38,692.29	\$30,364.00	\$395,143.35
PLAN REVIEWS	\$16,937.00	\$5,832.00	\$14,536.00	\$20,629.00	\$774.00	\$2,710.00	\$2,399.00	\$30,725.00	\$140.00	\$4,272.00	\$27,885.00	\$10,232.00	\$137,071.00
TEMPORARY C OF O'S	\$150.00	\$300.00	\$25.00	\$200.00	\$125.00	\$0.00	\$250.00	\$750.00	\$625.00	\$175.00	\$125.00	\$125.00	\$2,850.00
ELECTRICAL LICENSE-NEW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ELECTRICAL LICENSE-RENEW	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$6,000.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,100.00
ELECTRICAL NON-URBANA TRANSFERRED LICENSE	\$0.00	\$125.00	\$500.00	\$500.00	\$875.00	\$375.00	\$1,325.00	\$450.00	\$300.00	\$300.00	\$0.00	\$300.00	\$5,050.00
ELECTRICAL LICENSE FEE TOTALS	\$0.00	\$225.00	\$500.00	\$500.00	\$875.00	\$5,625.00	\$7,325.00	\$1,200.00	\$300.00	\$300.00	\$0.00	\$300.00	\$17,150.00
RENTAL REGISTRATION													\$0.00
CERTIFIED HOUSING CONTRACT				\$10,830.50				\$10,750.00					\$21,580.50
YEAR TOTALS FOR THE MONTH-only includes group totals	\$46,298.50	\$40,343.00	\$54,422.00	\$73,568.72	\$21,632.68	\$45,303.93	\$38,878.70	\$78,150.69	\$20,209.00	\$25,683.84	\$66,702.29	\$41,021.00	\$552,214.35
								GRAND TOTAL of Bldg, Pln Rvw, Temp CofO, Elect, Rental Reg, Cert Hsg					\$573,794.85

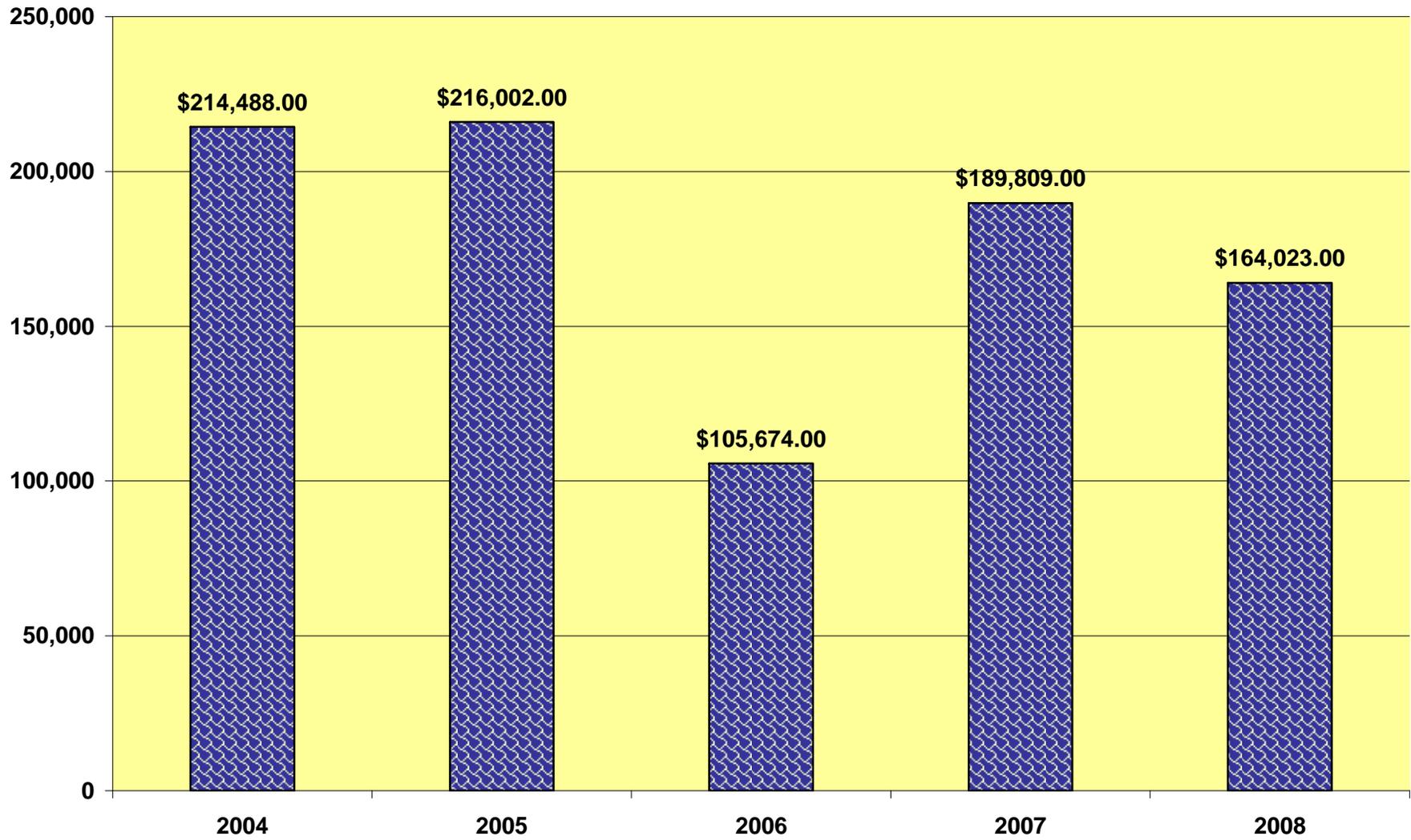
TOTAL PERMIT REVENUE 2004-2008



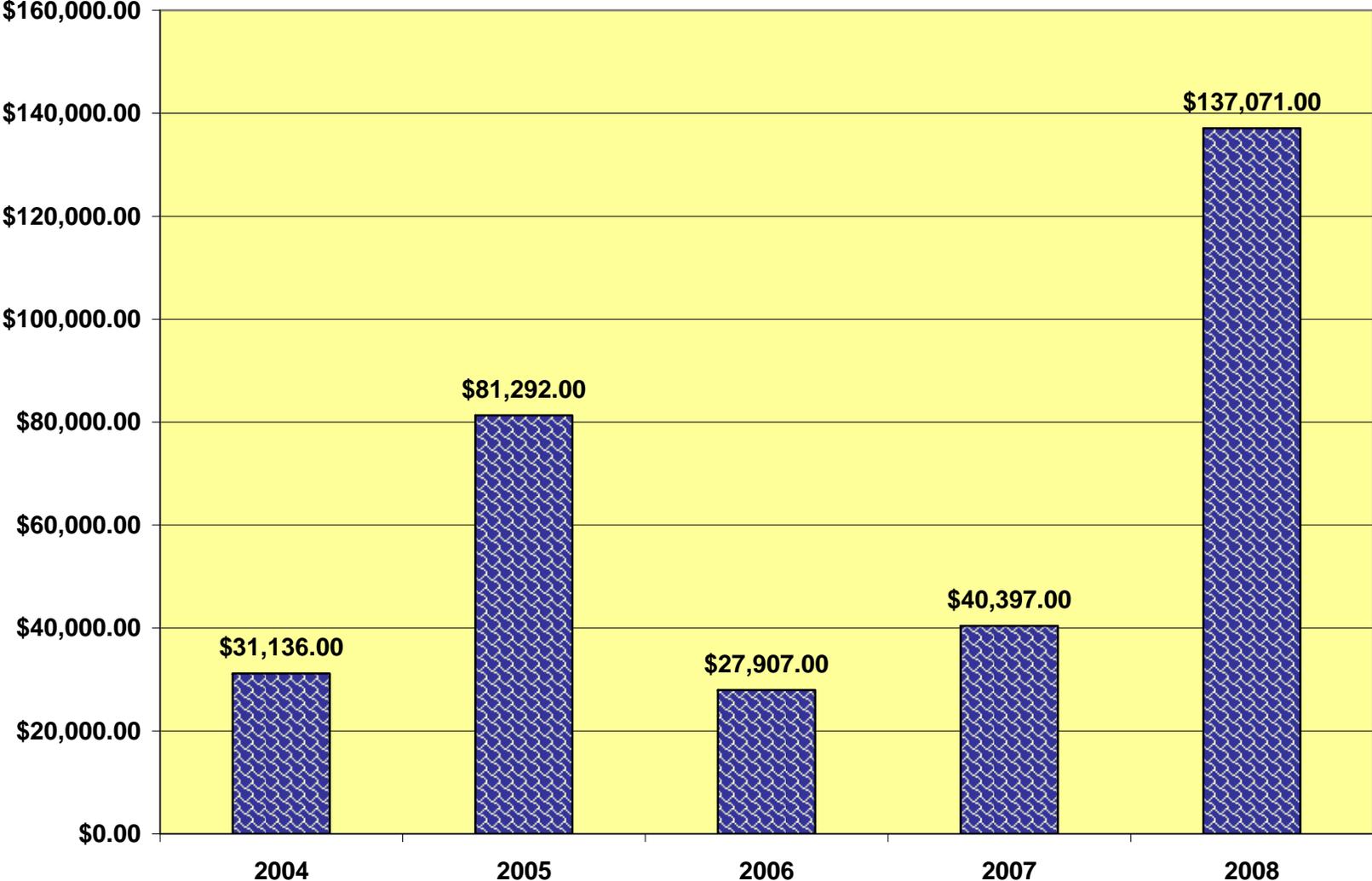
**TOTAL BUILDING SAFETY REVENUE
(FEES+CERTIFIED HOUSING+TEMPORARY C OF O'S+RENTAL
REGISTRATION)
2004-2008**



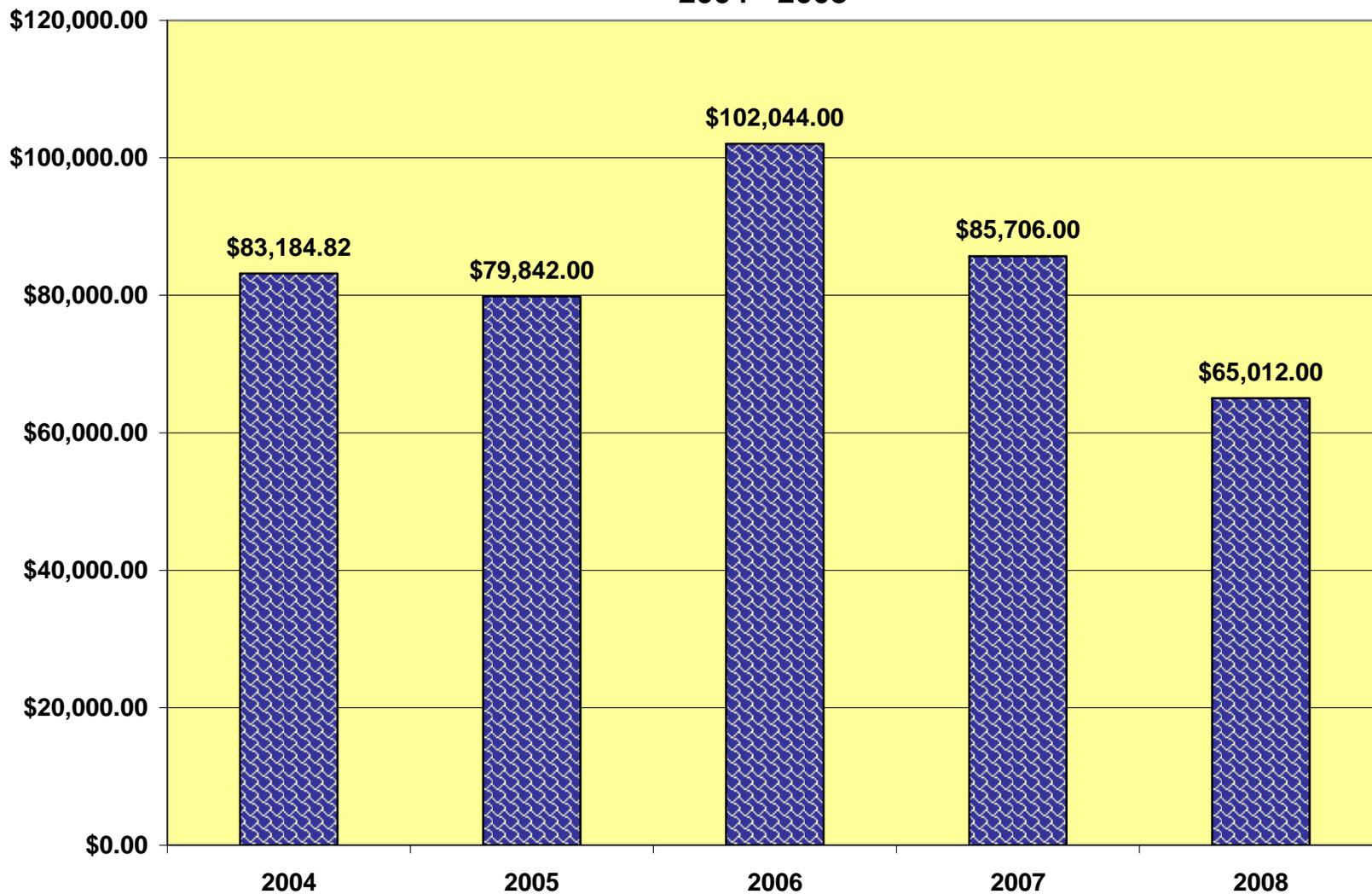
**TOTAL REVENUE FOR BUILDING PERMITS
2004-2008**



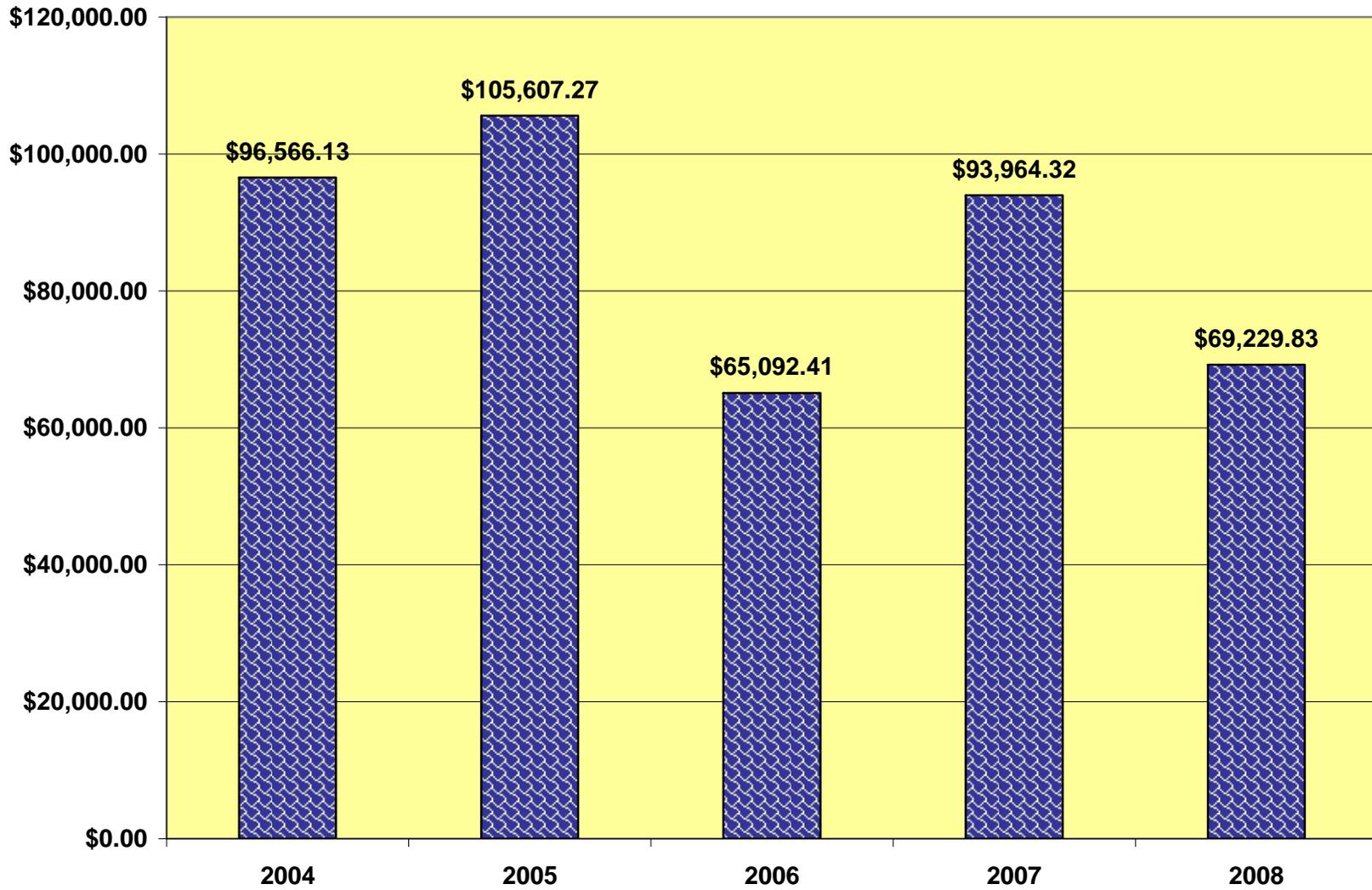
**TOTAL REVENUE FOR PLAN REVIEWS
2004-2008**



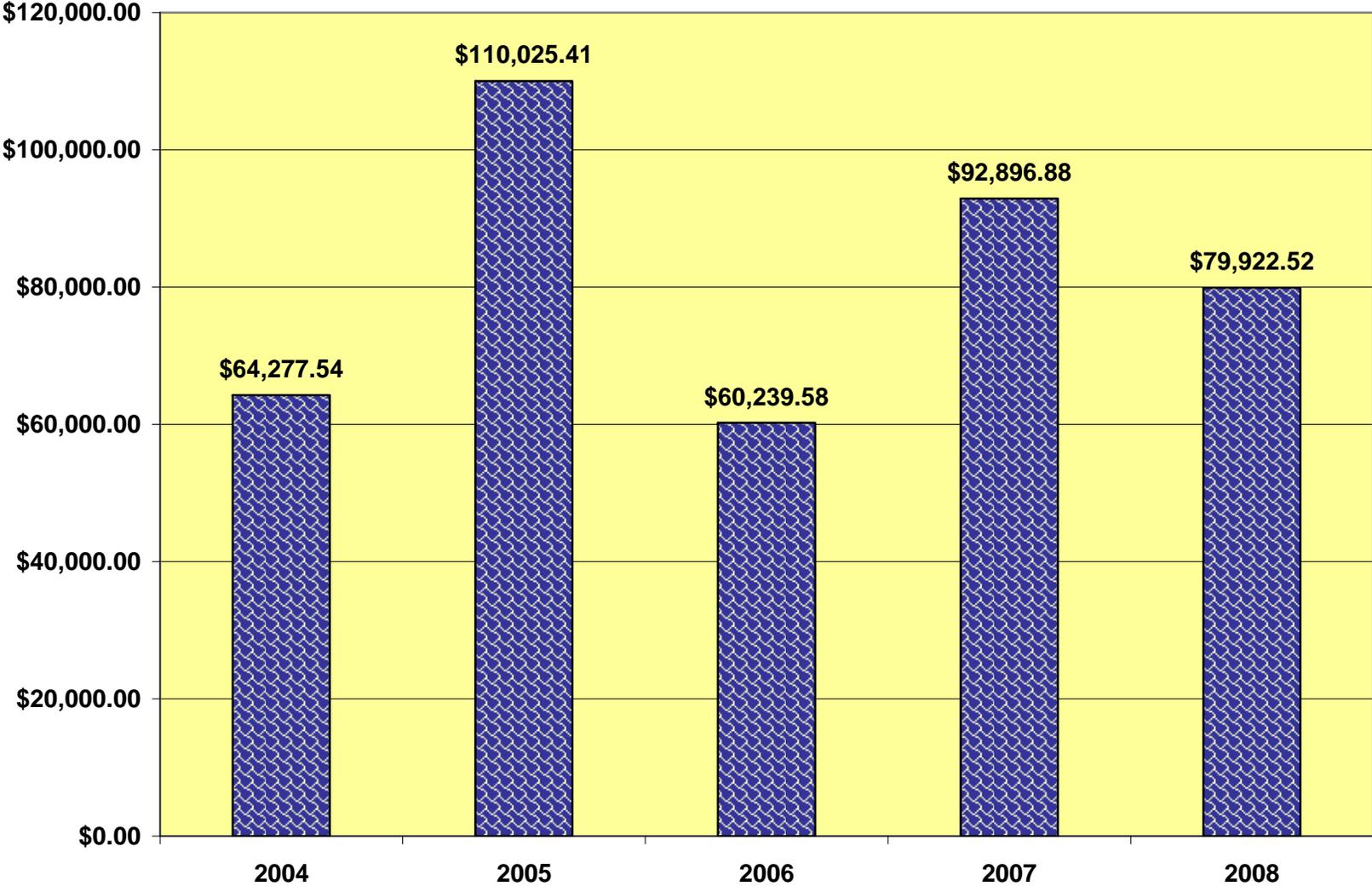
TOTAL REVENUE FOR PLUMBING PERMITS 2004 - 2008



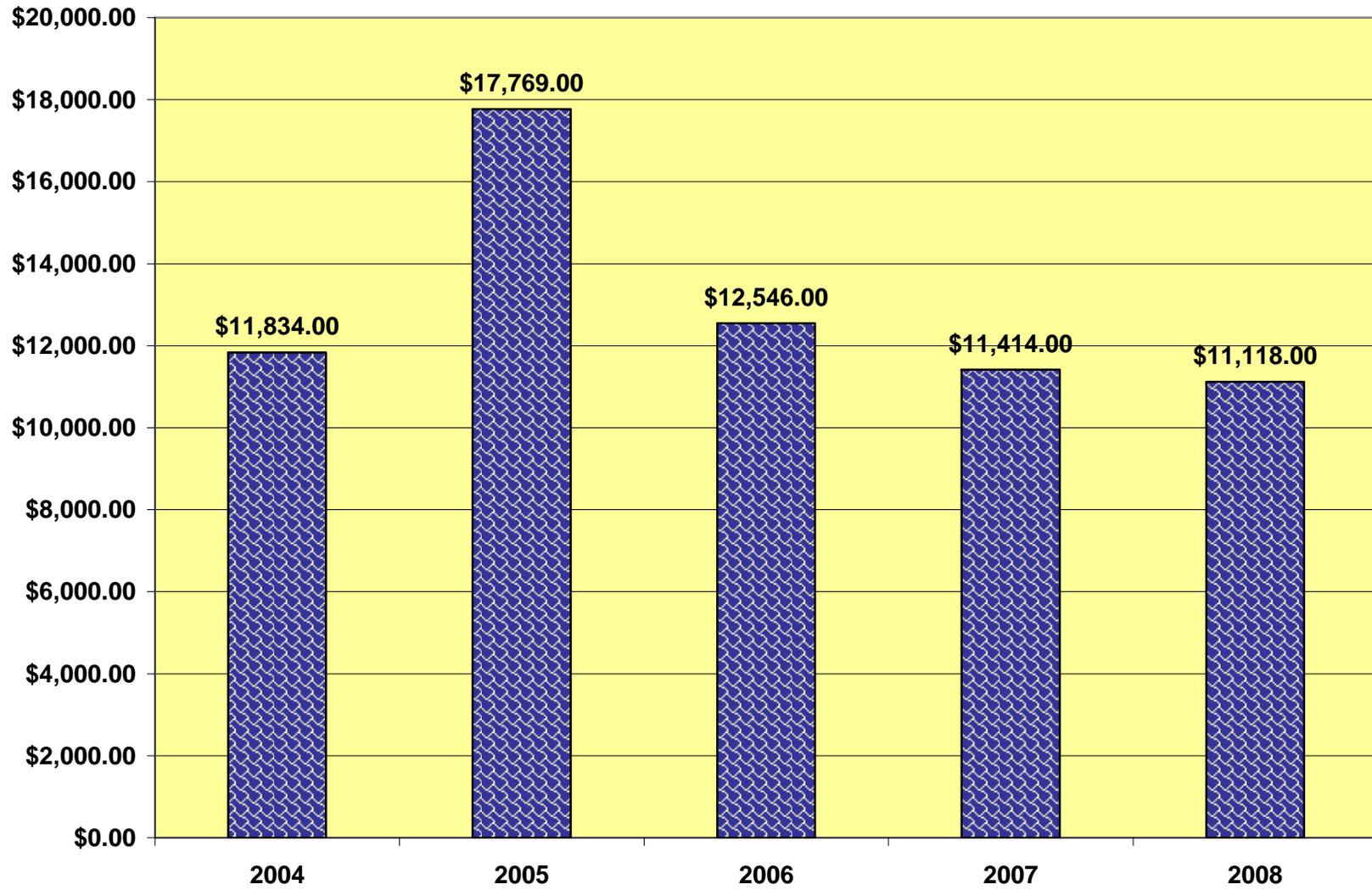
TOTAL REVENUE FOR MECHANICAL PERMITS 2004 - 2008



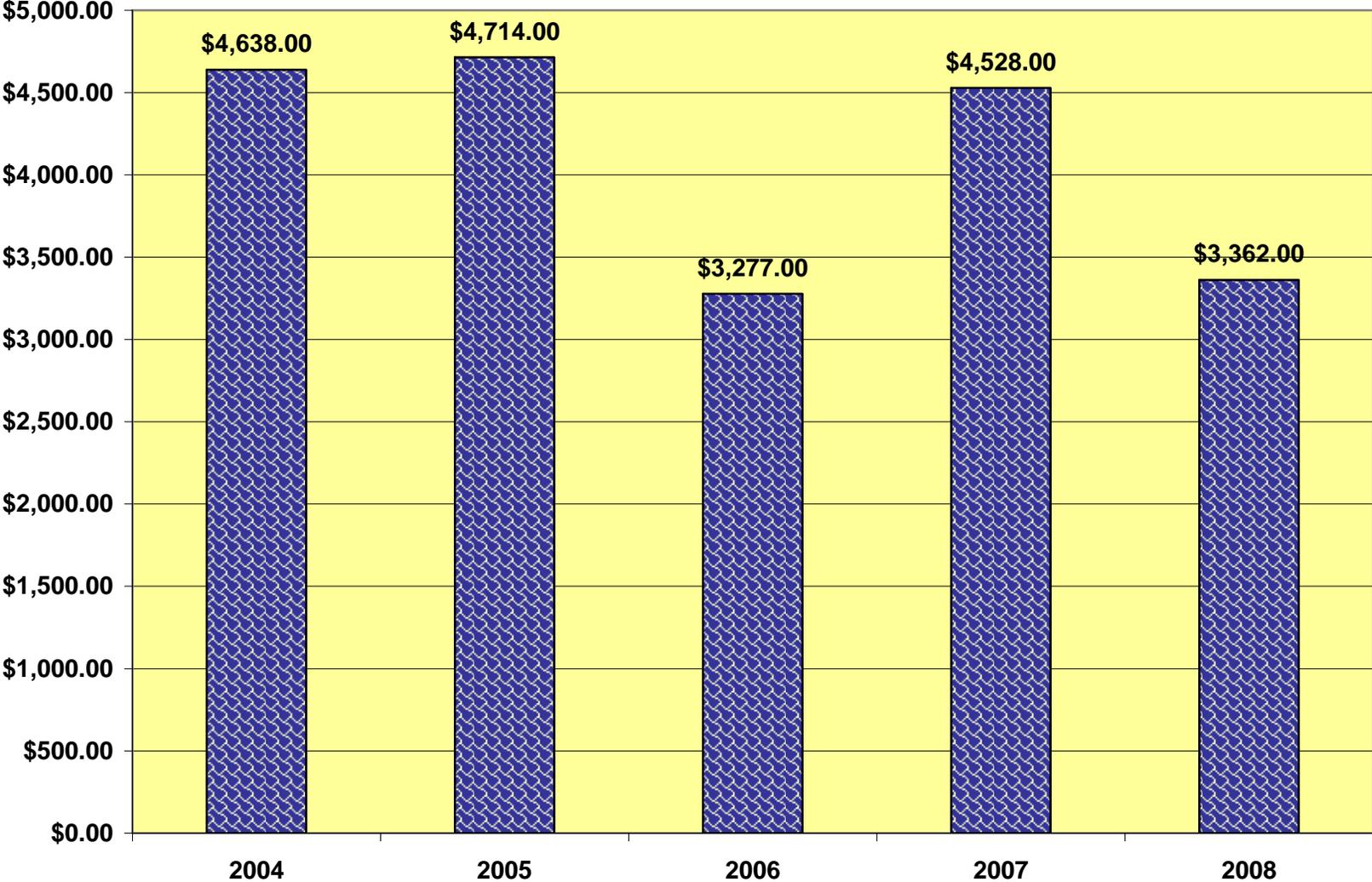
**TOTAL REVENUE FOR ELECTRICAL PERMITS
2004 - 2008**



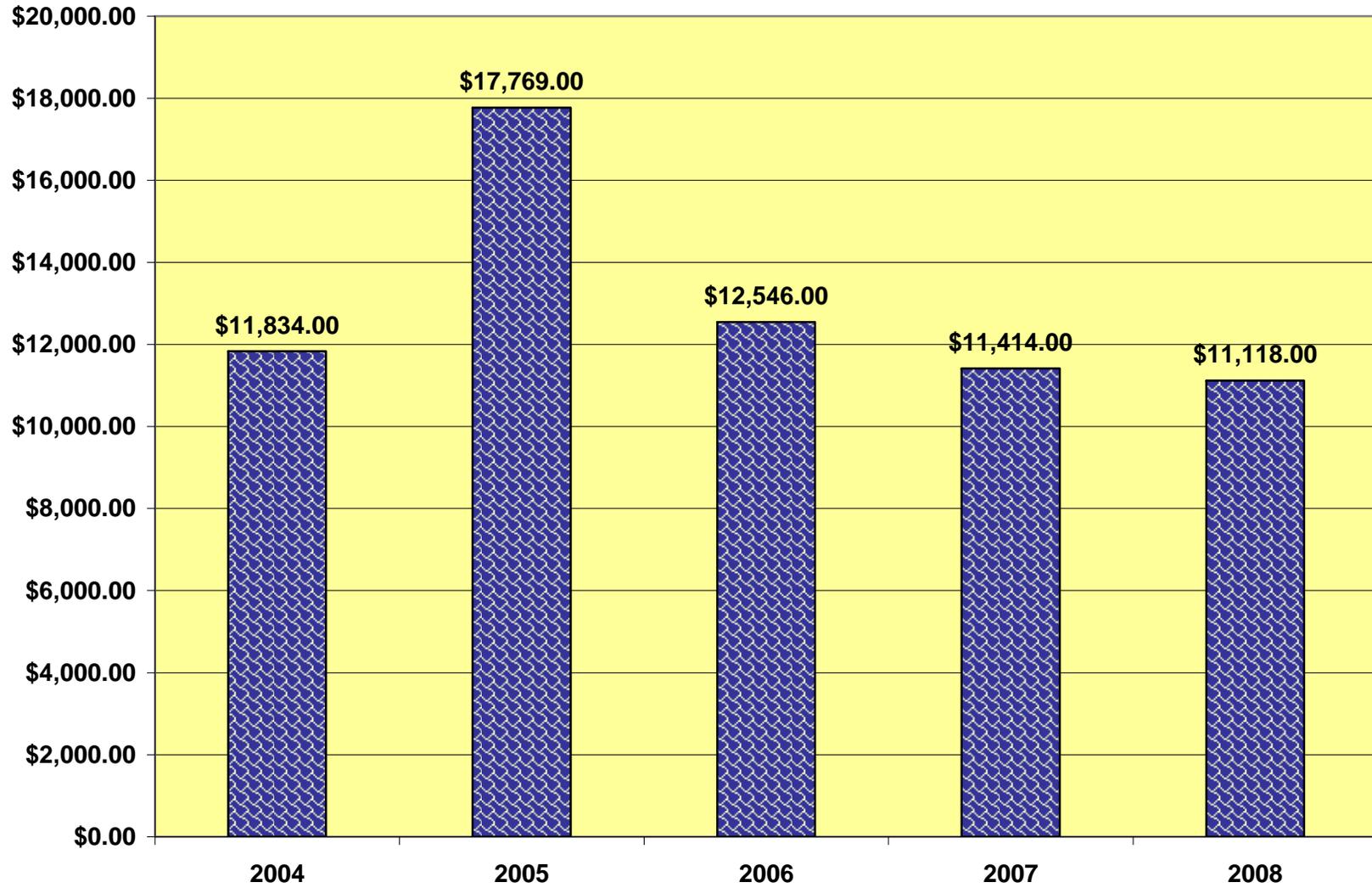
**TOTAL REVENUE FOR UTILITY PERMITS
2004 - 2008**



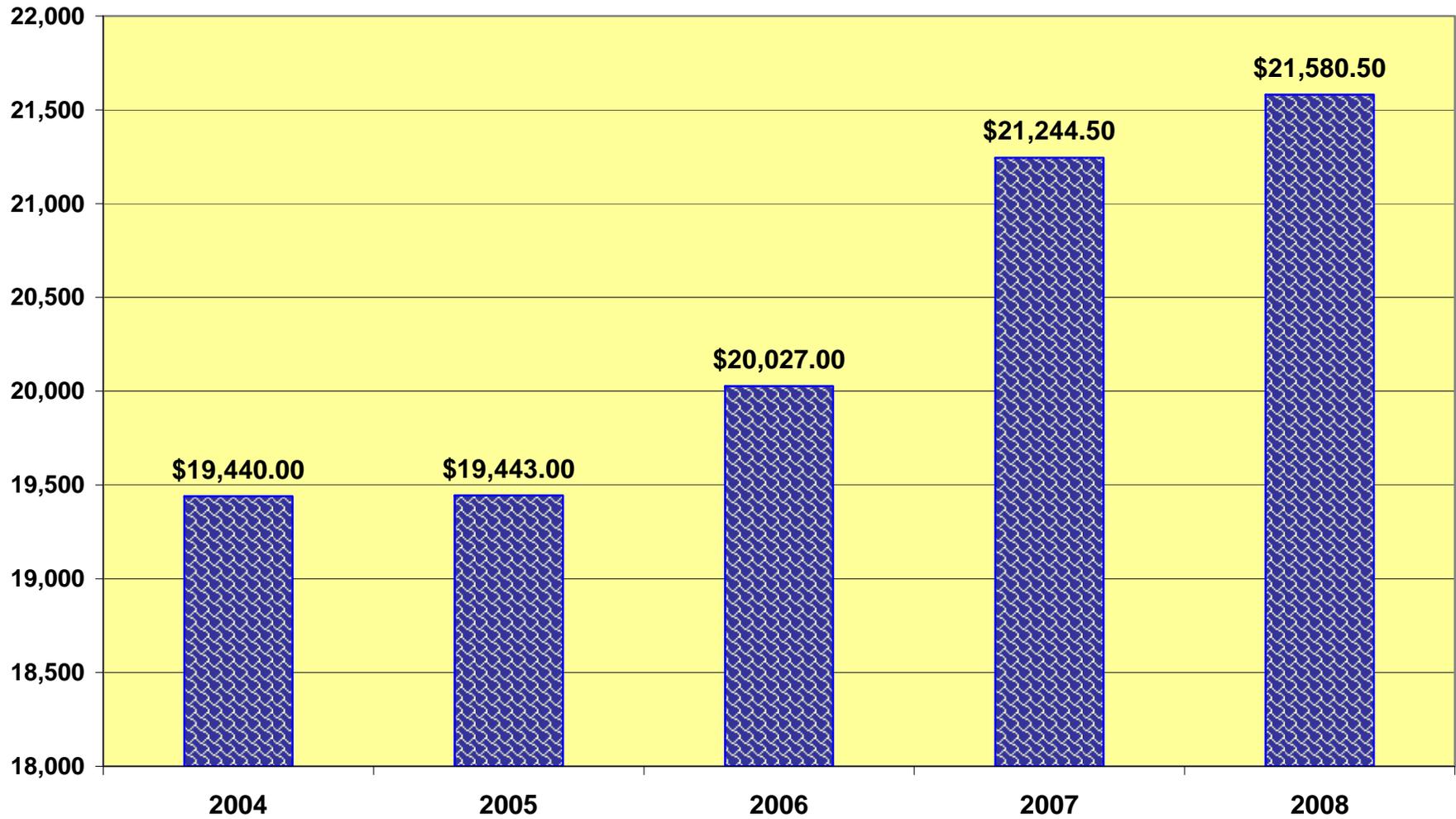
**TOTAL REVENUE FOR DEMOLITION PERMITS
2004 - 2008**



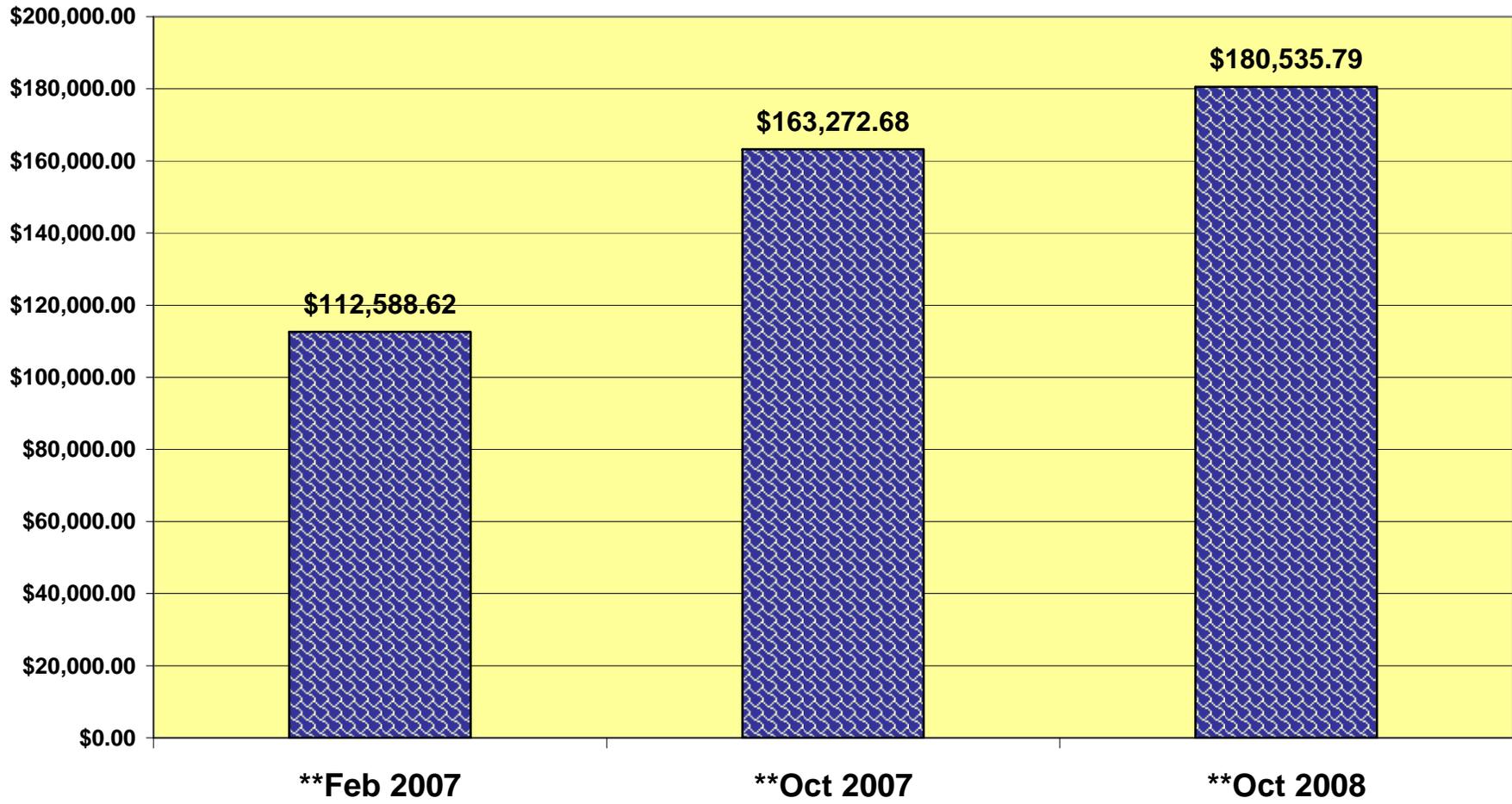
TOTAL REVENUE FOR UTILITY PERMITS 2004 - 2008



TOTAL REVENUE FOR CERTIFIED HOUSING CONTRACTS 2004-2008



TOTAL REVENUE FOR RENTAL REGISTRATION
****Includes Late Fees/Fines**
2007 - 2008



2008

HOUSING

REPORTS



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Building Safety Division

M e m o r a n d u m

TO: Gordon Skinner, Building Safety Manager

FROM: Clay R. Baier & Stephen L. Chrisman, Housing Inspectors

DATE: March 10, 2009

SUBJECT: Housing Summary 2008

The Rental Registration Program was reviewed by City Council on October 27, 2008. The number of rental dwellings registered at that time included 1332 single family, 413 duplexes, and 574 multi-family buildings containing 6644 units for a total billed of 8739 rental units. The revenue collected from the Registration Program was \$180,103.

A total of 1649 multi-family dwellings and 100 single family and duplex dwellings were inspected this year. The goal of City Council and Staff is to inspect all rentals in the City within a three to five year time frame. We are currently on schedule to complete this inspection cycle in the latter date of this goal.

Due to a large number of tenant and citizen complaints, calls for police service, and the general decline of property maintenance issues, staff inspected the Woodstone and Scottswood properties as directed by City Administration. A large number of property maintenance violations were cited and these properties were assigned a C/D classification. The Problem Properties Team composed of the Mayor, Legal, Police, Fire, Human Relations, and Community Development Staff, meet quarterly working as a team to resolve the many issues associated with these properties.

One multi-family and nine single family rentals were issued a Class A Certificate of Registration. The remaining inspected properties all received a Class B designation indicating the buildings have violations of applicable City Codes and the violations do not pose an immediate threat or danger to the life, health, and safety of the occupants of the building.

Our office received 48 tenant complaints this year, two fewer than the previous year. Most of the cited violations were completed within the 30 to 45 days as the notice of violations required.

One 24 unit multi-family building located at 901-903 Colorado was condemned due to serious roof leaks. The property was vacated with the occupants relocated mostly to other on site housing. The building is currently under renovation.

Two single family rentals were condemned due to lack of required utilities. Both were vacated and are in the process of being renovated.

Staff completed 43 re-inspections of commons area's as a result of landlords' failure to comply with violations that were discovered as a result of Urbana Fire Department Inspections. Most of the violations were corrected once Building Safety Staff sent a Notice of Violation to the landlord.

There were 37 inspections completed for the Shelter Plus Care Program, which is administered by the County.

Three problematic properties were referred to the City Legal Division for failure of code compliance: 1008 S. Busey, 212 Crystal Lake Drive, and 1006 N. Lincoln. Another property was referred to legal for failure to file a vacant structure registration: 112 S. Lynn. Staff worked with legal in identifying 13 properties in which the landlords failed to register with the Rental Registration Program.

Inspections for the University of Illinois Certified Housing Program were started in September with final inspections completed in December. There were 25 properties inspected, which included a total of 1334 student residents.



DEPT. OF COMMUNITY DEVELOPMENT SERVICES

Building Safety Division

m e m o r a n d u m

TO: Gordon R. Skinner, Building Safety Division Manager
Mari Anne Brocker, Director of Housing for Certified Housing

FROM: Clay R. Baier and Stephen Chrisman, Housing Inspectors

DATE: December 15, 2008

SUBJECT: 2008 Certified Housing Inspection Results

During this inspection cycle, there were 25 properties inspected, the same number from last year. There were 81 significant violations discovered compared to 89 violations from the previous cycle.

The definition of a significant violation such as an exit light not illuminated on the checklist may have four or five locations on a property but only count as one significant violation.

To date, 16 of the 25 properties are sprinklered.

The number of properties that did not have any violations decreased from eight to seven properties. They were:

Europa House	603 S. Busey
Brown House	703 S. Coler
Alpha Chi Omega	904 S. Lincoln
Alpha Delta Pi	1202 W. Nevada
Delta Gamma	1207 W. Nevada
Nevada House	801 W. Nevada
Alpha Gamma Delta	1106 S. Lincoln

There were 1,334 residents this year, a decrease of 11 residents from last year. Approximately 40 percent of the houses were cited for individual rooms exceeding the University of Illinois' housekeeping standards!

The following is a list of violations with the percentage of properties in which they were noted.

Type of Violations	2008	2007	2006
Misuse of extension cords	23%	8%	28%
Electrical problems (improper fuses, taps, etc.)	7%	12%	18%
Worn electrical equipment/wiring/plugs	23%	24%	25%
Missing or broken cover plates	7%	12%	20%
Ceiling tile missing/broken	7%	12%	12%
Holes in walls, ceiling, floors	11%	----	4%
Exit lights (inoperable/damaged)	35%	20%	25%
Door latches	----	----	12%
Windows lack insect screens	4%	----	4%
Stairwell enclosure doors propped open or not positive latching	8%	12%	4%
Junk and debris	4%	12%	4%
Electrical panel lacks clear access	4%	4%	4%
Exit access blocked or impeded	----	32%	16%
Fire extinguishers overdue annual inspection	31%	8%	25%
Plumbing problems	4%	4%	16%
Poor housekeeping (individual rooms)	8%	12%	----
Emergency lighting units, inoperable	31%	40%	20%
The Boiler Certificate expired	11%	4%	20%
Extinguisher has been discharged	----	----	8%
Heat/smoke detector not operable	27%	40%	40%
Electrical panel with openings	4%	----	----
Panic hardware broken	----	4%	8%
Flammable liquids not in approved safety containers	11%	4%	8%
General Maintenance	19%	32%	8%
Missing Fire Extinguisher	----	----	---
Kitchen not sanitary	----	8%	4%
Handrail loose/missing	----	----	---
Fire Alarm problems	11%	24%	8%
Sprinkler heads blocked or misaligned	8%	----	4%
Lacking Carbon Monoxide detector	4%	24%	
Hot plates, toasters, etc.	8%		

The majority of violations are property maintenance issues.

SLC:vp

**BUILDING SAFETY DIVISION
Housing Activity Summary
JANUARY – DECEMBER 2008**

Occupancy Complaints	2
Home Occupations	-
Rehabilitation Inspections	11
Rental Rehabilitation Inspections (# units)	1
Rehabilitation Follow-up Inspections	7
Consultations/Meetings	253
Personal Service	5
Fire Alarm Tests	-
Fire Assessment Damage	12
Certified Housing Inspections (# residents)	1334
Follow-up Certified Housing Inspections	23
Carle Initial Inspections	-
Follow-up Carle Inspections	-
Miscellaneous Inspections (requests, etc.)	355
Mobile Home Inspections	4
Mobile Home Inspections for C/O	-
Follow-up Mobile Inspections for C/O	-
Annual/Follow-up Inspections of Mobile Home Parks	6
New Construction Inspections	9
Shelter Plus Inspections	33
Shelter Plus Reinspections	4
BSD Reinspections of Fire Department Inspection Results	43
Check Security of Vacant Structures	8
Initial Systematic Inspections/(# units)	1649
Follow-up Systematic Inspections	1355
Initial Systematic Inspections (SFR/Duplex)	100
Follow-up Systematic Inspections (SFR/Duplex)	169
Follow-up Complaint Inspections	154
Complaints	48

Notices Referred To Legal Division

04/04/08	1008 South Busey	Failure of Code Compliance
04/22/08	11 Property Owners	Failure to Register
06/03/08	2 Property Owners	Failure to Register
06/13/08	112 South Lynn	Failure to File Vacant Structure
Registration		
09/01/09	212 Crystal Lake Drive	Failure of Code Compliance
09/01/08	1006 North Lincoln	Failure of Code Compliance
10/3/08	903-1003 South Lierman	Failure of Code Compliance

Clear Notices

Fire Department Engine Company Residential Inspections	26
Certified Housing (# residents)	1334
Complaints/Miscellaneous Inspections	44
Systematic Notices (# of units cleared)	1077



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Building Safety Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: October 23, 2008

SUBJECT: Rental Registration Performance Review

Introduction

The purpose of this report is to provide a performance review of the first eighteen (18) months of the Rental Registration Program. After an extensive public review and hearing process, the program was approved by City Council on January 16, 2007 with an effective date of February 16, 2007. The Ordinance requires an eighteen (18) month review of the program and a report to Council regarding the results. A copy of the adopting Ordinance and an amendment to it are attached.

Implementation

The Building Safety Division of the Department of Community Development Services worked with the Accounting Division of the Finance Department to identify rental property in the City and the respective property owners or their agents. In January of 2007, the City mailed over 2,400 letters to rental property owners explaining the program and providing answers to frequently asked questions. At that time, notice was also provided in the local newspaper and with flyers that were posted in public buildings throughout the City. City staff also attended landlord forums and worked with the Central Illinois Apartment Owner's Association to provide awareness and education about the program.

Summary of Initial Billing

The first billing for the Rental Inspection Program was for the eight-month period beginning February 25, 2007 and ending October 14, 2007. Bills were sent to owners of 1,216 single-family rentals, 414 duplexes, and 575 apartment buildings containing a total of 6,655 units. A final total of 8,606 rental units were registered and billed. The total revenue collected was \$114,083, including \$7,218 in fees assessed for late filing, failure to file, fines and court costs. There is currently a judgment of \$340 outstanding from this period.

The second billing was for a full one-year period, from October 15, 2007 through October 14, 2008. For 2007/2008, bills were sent to 1,332 single-family rentals, 413 duplexes and 574

apartment buildings containing 6,644 units. The final total number of rental units registered and billed was 8,739 rental units, an increase of 133 over the initial billing. The revenue collected totaled \$180,103, including \$15,729 in fees assessed for late filing, failure to file, fines and court costs. As of the date of this memo, \$3,100 in outstanding fees remains to be collected. The Legal Division is currently pursuing collection of these outstanding fees via complaints filed in court.

The City is currently in the process of the third billing cycle for the program, with registrations and 2,328 invoices for 2008/2009 sent out on October 15, 2008. These registrations are due on or about November 15, 2008.

Property Owner Response

Rental property owners in Urbana have complied well with their obligation to register and pay required fees in accordance with the program. The outstanding amount from the initial registration due is less than 1.2% of the total, indicating a high level of compliance. In the first 18 (eighteen) months of the Rental Inspection Program, the City Legal Department filed only 12 (twelve) cases, and all but three of those cases were settled out of court.

The fees that have been generated provide for staffing and resources to maintain the accounting services for the program, provide legal assistance to the Finance Department and Community Development Services Department, and to provide an additional housing inspector for our expanded systematic inspection program. Under this program, a second Housing Inspector was hired which brings a total staff of two full time Housing Inspectors. In addition, the Building Safety Division half-time clerk typist was increased to three-fourths time to provide for additional collection of registration data and refinement of the City's rental property database. Assistant City Attorney Curt Borman has provided legal assistance to the program.

Systematic Inspection Program

City Council and staff discussions have previously indicated a goal to inspect all rental units at least once every three to five years. There are currently approximately 8,800 rental units in the City of Urbana. To inspect all of these units an average of at least once every five years, 1,760 would need to be inspected each year. During the initial eighteen months of the Rental Inspection Program, Building Safety staff inspected 201 single family and duplex dwellings and 2,387 multi-family dwellings, for a total of 2,588 units inspected (i.e., 1,725 in 12 months). This pace indicates the ability to inspect the target amount generally within the outside goal range of at least once every five years. It is expected that a higher number of inspections can be conducted in future years since both inspectors have now been fully trained.

Single family and duplex rentals are new to the systematic inspection program. In the past, only multi-family dwellings (i.e., three units and above) were inspected routinely, with single family and duplex rentals inspected only on a tenant complaint basis. Under the rental registration program to date, inspections have identified seven major violations in single family rentals. These violations include unapproved bedrooms due to low ceiling heights, lack of required means of egress, or over-occupied dwellings. The over-occupied dwellings were resolved by tenants relocating and one case has been filed in court and is pending resolution. The other

violations were resolved through the Property Maintenance Code Board of Appeals process or by construction activity with the necessary permits.

A classification system for inspected units was put forward as part of the ordinance and a completed list is available on the City's website by address (copy attached). To date, seven single family properties, one duplex and one multi-family property have received a Class A rating, indicating no violations were discovered. Two multi-family properties have received a Class C rating, indicating numerous violations were discovered. The remaining properties all received a Class B rating, indicating a small number of violations were discovered. Common code violations that have been cited have been, for the most part, corrected in a timely manner or are in the process of being corrected.

Survey Results

In order to obtain public input and comments on the strengths, weaknesses and effectiveness of the Rental Registration and Inspection Programs, a survey questionnaire (copy attached) was distributed. The survey went to the Central Illinois Apartment Association for inclusion in their monthly newsletter and was also available online at the City's website. In addition, the survey was sent to a random sampling of 333 rental property owners as well as all of the City's neighborhood groups.

A similar survey was prepared for residents and tenants and distributed via the Tenant Unions and the Champaign County Housing Authority. Responses to this resident survey are still being submitted.

Following is a summary of responses to the survey sent to property owners.

- 101 responses were received, representing a 30% return rate.
- 77% of respondents were from single-family or duplex; 23% were multi-family.
- Most respondents indicated very little difficulty in registering properties. There was some difficulty caused by an incorrect address, which was subsequently easily corrected. Others cited some confusion with the lease addendum. Phone calls at the onset of the program also reflected this concern.
- Fewer than half of the respondents have had their property inspected. Those that have received inspections indicated that there were few problems. In one case, the respondent felt the inspector needed to be more stringent and in another case, the respondent felt the inspector should be more lenient.
- 30% found the registration fee to be reasonable, and 70% disagreed. Of those that disagreed, 44% felt that although a fee was needed, they also felt that the current fees were either too high or the structure was unbalanced in some way.
- As far as improving housing stock or neighborhood stability, the response was about 50/50. Nearly 33% felt that the program would help maintain and improve safety and

- help eliminate “slum lords”. Some wanted the program to only target student housing and multi-family buildings or to operate on a complaint basis only.
- Overall, the responses show about 54% positive or generally positive and 46% negative regarding the Rental Inspection Program.

Ordinance Update

- In June, 2007, the Urbana City Council amended the original ordinance to resolve a conflict concerning the ordinance and the City of Urbana Schedule of Fees by making both consistent (copy attached).
- A question has developed concerning Section 8 Fees b.) This section now allows the Building Official to waive fees for HUD assisted properties for people with disabilities. There are two properties with Department of Human Services/Medicaid funding that could have fees waived if this section was amended to also allow waiver for this form of housing funding. These properties are the (DSC) Developmental Services Center at 2504 Scovill and the Alan Ryle Home for the disabled at 2204 S. Cureton. Staff recommends that the Ordinance be amended to reflect this provision.

Conclusion

While the City of Urbana has been conducting systematic inspections of multi-family rental properties since the 1970’s, the Rental Registration Program has allowed the City to expand that systematic program to single-family and duplex units. In general, because the owners of multi-family buildings are familiar with the inspection program, the ongoing inspections have been routine. The start-up of systematic inspection of single-family and duplex dwellings has not resulted in any major problems. The registration program has also allowed for improved, automated tracking of rental properties in the City with information regarding local contacts and the ability to provide improved education and outreach efforts.

Our 18-month review of the Rental Registration Program indicates that it has been successful as indicated by the following:

- An increase in the number of inspections conducted to meet our maximum target range of once every five years;
- An extension of inspections to all rental units (single and duplex, as well as multi-family), thereby improving the safety of the entire rental housing stock;
- In serving as a valuable information data base for tracking and educational purposes;
- In achieving very high compliance rates.
- In generating revenues adequate to meet costs associated with its administration, including inspection, legal, billing, and clerical costs.
- Survey results show general community acceptance or support of the program.

Staff recommends that the Rental Registration Program continue as initially established by the City Council. One minor alteration recommended by staff would be to allow for a fee waiver for

Department of Human Services/Medicaid (DSC) funded projects, similar to that allowed for HUD funded projects. Staff requests that Council identify any additional alterations to the program. An amending Ordinance can then be prepared for consideration at a future Council meeting.

Prepared by:

Gordon R. Skinner
Building Safety Manager

Attachments: Ordinance
Amendment to Ordinance
List of Classification grades by address
Example certificate
Property owner survey letter
Property owner survey results
Resident survey letter



To: Gordon Skinner, Building Safety Manager

From: Liz Walden, Accounting Supervisor

Date: March 4, 2009

Subject: Rental Registration Summary

Billing Period 10/15/08-10/14/09

Single Family	1,524 units @ \$45.00	=\$68,580.00
Duplex	417 units @ \$50.00	=\$20,850.00
Apartments	6,923 units @ \$10.00	=\$69,230.00
Buildings	584 units @ \$40.00	=\$23,360.00
	Total Billed	<u>\$182,020.00</u>

Adjustments for vacancies:

Single Family	(171) units @ \$45.00	=(7,695.00)
Duplex	(12) units @ \$50.00	= (600.00)
Apartments	(29) units @ \$10.00	= (290.00)
Buildings	(8) units @ \$40.00	= (320.00)
	Total Adjustments	<u>=(8,905.00)</u>

Late Fees (Late Filing, Failure to File, Fines, Court Costs)	=23,975.79
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Total Net Billing	\$197,090.79
Total Dollars Collected	\$180,535.79

Accounts Outstanding as of 02/29/09	\$ 16,555.00
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(112 Outstanding Accounts. Of those 112, 53 owe only the \$50 late fee).

Billing Period 10/15/07-10/14/08

Single Family	1,332 units @ \$45.00	=\$59,940.00
Duplex	413 units @ \$50.00	=\$20,650.00
Apartments	6,644 units @ \$10.00	=\$66,440.00
Buildings	574 units @ \$40.00	=\$22,960.00
	Total Billed	<u>\$169,990.00</u>

Adjustments for vacancies:		
Single Family	(51) units @ \$45.00	=(2,295.00)
Duplex	(1) units @ \$50.00	= (50.00)
Apartments	(9) units @ \$10.00	= (90.00)
Buildings	(2) units @ \$40.00	= <u>(80.00)</u>
	Total Adjustments	=(2,515.00)

Late Fees (Late Filing, Failure to File,
Fines, Court Costs) =15,593.86

Total Net Billing \$183,068.86
Total Dollars Collected \$180,923.37

Accounts Outstanding as of 02/29/09 \$ 2,145.49

(Of this balance, one property owes \$1,795.19 unpaid registration fees plus late fees.
Remaining amounts are \$50 late fees.)

Billing Period 2/15/07-10/14/07 (8 months)

Single Family	1,216 units @ \$30.00	=\$36,480.00	
Duplex	414 units @ \$33.33	=\$13,798.62	
Apartments	6,655 units @ \$ 6.67	=\$44,388.85	UI at the pointe
Buildings	575 units @ \$26.67	<u>=\$15,335.25</u>	
	Total Billed	\$110,002.72	

Adjustments for vacancies:		
Single Family	(59) units @ \$30.00	=(1,770.00)
Duplex	(7) units @ \$33.33	= (233.31)
Apartments	(23) units @ \$ 6.67	= (153.41)
Buildings	(3) units @ \$26.67	= (80.01)
Florida House 50% Adjustment for remodeling		<u>= (560.25)</u>
	Total Adjustments	=(2,796.98)

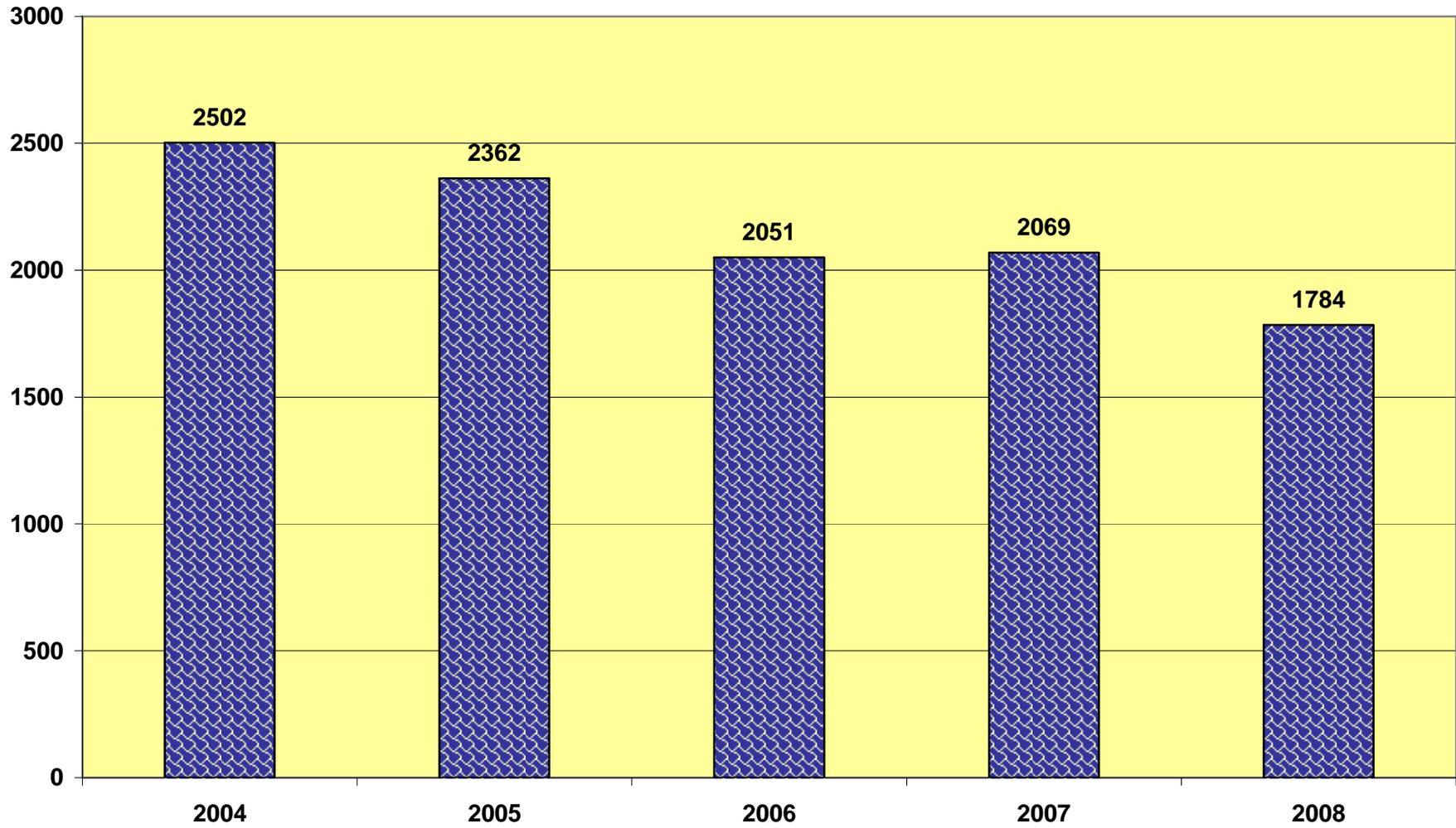
Late Fees (Late Filing, Failure to File,
Fines, Court Costs) = 7,218.13

Total Net Billing =\$114,423.87
Total Dollars Collected \$114,083.87

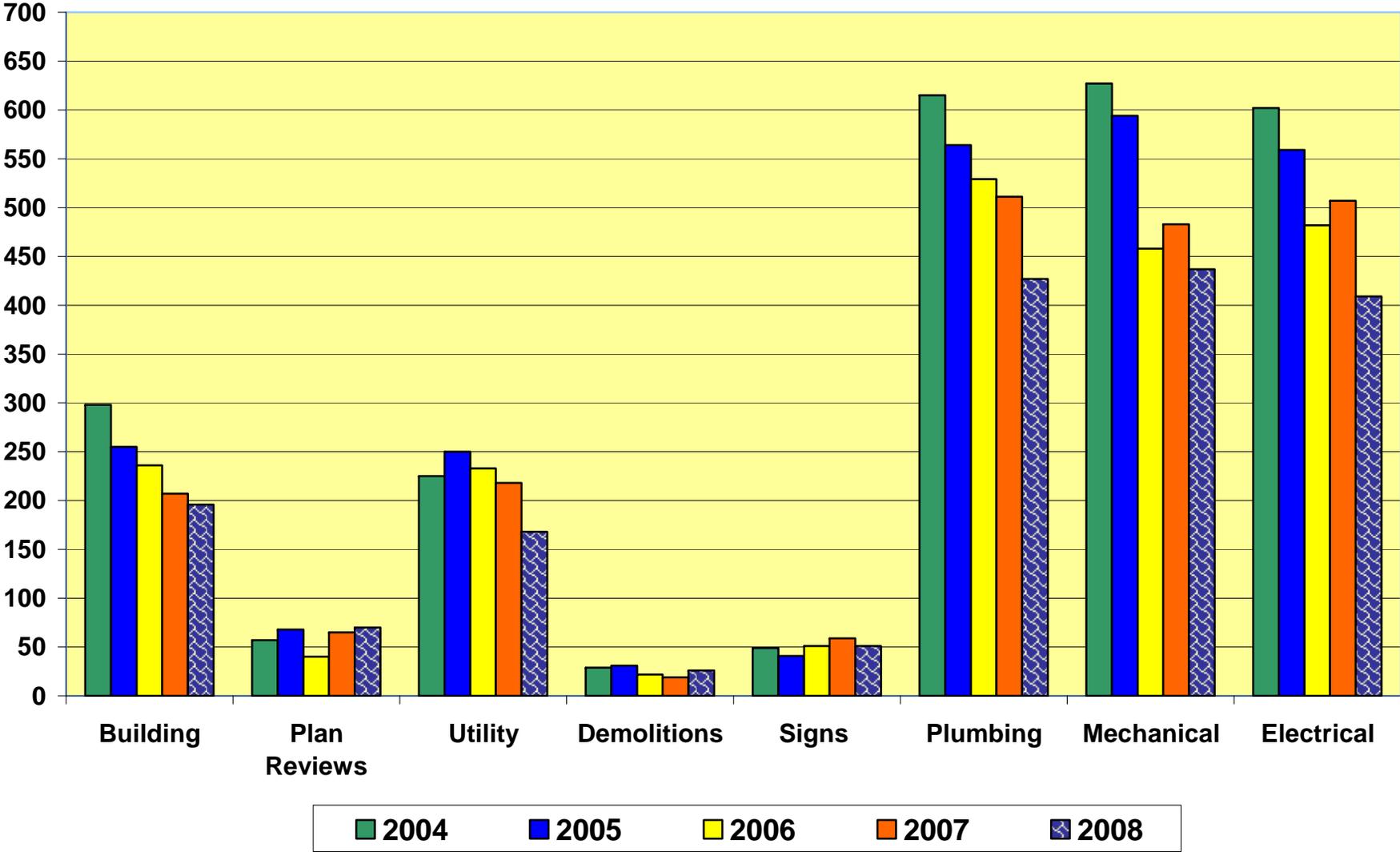
Accounts Outstanding as of 02/29/09 \$ 340.00
(1 SFR)

**PERMIT
&
HOUSING ACTIVITY
2004-2008**

**TOTAL NUMBER OF PERMITS
2004-2008**



TOTAL PERMITS 2004-2008



CITY OF URBANA HOUSING PERMITS

YEAR	# OF BUILDINGS ADDED	# OF UNITS ADDED	USE	SFR-x CNTY FEES OUT OF CITY
2008	51	51	SFR	
	11	171	MFR (BUS/MFR)	
	1	2	DUP	
2007	76	76	SFR	
	13	329	MFR (BUS/MFR)	
	1	2	DUP	
2006	110	110	SFR	SFR-x 3
	11	211	MFR	
	1	2	DUP	
2005	104	104	SFR	SFR-x 11
	7	276	MFR	
	2	4	DUP	
2004	155	155	SFR	SFR-x 17
	6	84	MFR	
	3	6	DUP	
2003	156	156	SFR	SFR-x 3
	5	164	MFR (BUS/MFR)	
	3	6	DUP	
2002	176	176	SFR	
	4	62	MFR	
	1	2	DUP	
2001	83	83	SFR	
	2	57	MFR	
	1	2	DUP	
2000	47	47	SFR	
	6	194	MFR	
	1	2	DUP	
1999	39	39	SFR	
	4	79	MFR	
	0	0	DUP	
1998	35	35	SFR	
	2	36	MFR	
	1	2	DUP	
1997	25	25	SFR	
	44	689	MFR	
	1	2	DUP	
1996	18	18	SFR	
	6	61	MFR	
	4	8	DUP	
1995	17	17	SFR	
	4	80	MFR	
	2	4	DUP	

CITY OF URBANA HOUSING PERMITS

YEAR	# OF BUILDINGS ADDED	# OF UNITS ADDED	USE	SFR-x CNTY FEES OUT OF CITY
1994	29	29	SFR	
	15	234	MFR	
	1	2	DUP	
1993	26	26	SFR	
	8	180	MFR	
	1	2	DUP	
1992	32	32	SFR	
	1	10	MFR	
	0	0	DUP	
1991	22	22	SFR	
	3	23	MFR	
	0	0	DUP	
1990	15	15	SFR	
	1	17	MFR	
	1	2	DUP	
1989	14	14	SFR	
	6	96	MFR	
	2	4	DUP	
1988	24	24	SFR	
	15	217	MFR	
	8	16	DUP	

SFR = Single-Family Residence
SFR-x=Out-of-City Single-Family Residence
MFR = Multi-Family Residence
DUP = Duplex Residence

**BUILDING SAFETY DIVISION
COMMUNITY DEVELOPMENT SERVICES
Year 2007 Totals**

PERMITS, LICENSES, EXAMS		
Activity	Number Issued	Fees Collected
Building Permits	207	\$189,809.00
Plan Reviews	65	\$40,397.00
Utility Permits	218	\$11,414.00
Demolition Utility Permits	19	\$4,528.00
Sign Utility Permits	59	\$2,238.00
Plumbing Permits	511	\$85,706.00
HVAC Permits (Mech)	483	\$93,964.32
Electrical Permits	507	\$92,896.88
Temporary Certificates of Occupancy	22	\$1,960.00
Elevator Permits	142	\$7,100.00
Rental Registration	17,405	\$275,861.30
Certified Housing Contract	1	\$21,244.50
Total Inspections for Year	3,957	
Gordon ----	133	
Clay -----	11	
Corey -----	1,602	
Steve -----	885	
Tim -----	1,244	
Stephen	29	
Miscellaneous--	53	
Elect License-New	0	\$0.00
Elect License-Renew	81	\$10,225.00
Elect Non-Urbana Transferred License	10	\$1,250.00
TOTAL BUILDING PERMIT FEES-2007		\$520,953.20
TOTAL BUILDING PERMITS-2007	2,069	
TOTAL TEMPORARY C OF O'S	22	\$1,960.00
TOTAL INSPECTIONS	3,957	
TOTAL ELEVATOR PERMITS	142	\$7,100.00
TOTAL CERTIFIED HOUSING CONTRACT	1	\$21,244.50
TOTAL RENTAL REGISTRATION	17,405	\$275,861.30
TOTAL ELECTRICAL LICENSES	91	11,475.00
GRAND TOTAL AMOUNT		\$838,594.00

PERMIT TOTALS FOR YEAR 2007

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	11	14	21	18	19	22	21	23	11	16	23	8	207
UTILITY PERMITS	10	8	17	25	22	18	13	20	28	18	14	25	218
DEMOLITION PERMITS	1	2	0	0	0	3	1	6	2	2	0	2	19
SIGN PERMITS	6	8	3	5	7	7	8	0	2	4	7	2	59
PLUMBING PERMITS	48	36	43	43	58	49	41	47	30	39	44	33	511
MECHANICAL PERMITS	35	37	38	37	45	45	46	46	31	45	46	32	483
ELECTRICAL PERMITS	39	22	38	48	49	61	46	47	41	64	24	28	507
YEAR PERMIT TOTALS ONLY	150	127	160	176	200	205	176	189	145	188	158	130	2004
PLAN REVIEWS	5	5	7	2	3	9	8	9	2	6	8	1	65
TEMP C OF O'S	4	3	1	1	2	2	1	4	0	1	2	1	22
ELECTRICAL LICENSE RENEWALS	0	0	0	0	3	42	29	6	0	0	1	0	81
ELECT NON-URBANA TRANSFERRED LICENSE	4	1	0	1	2	2	0	0	0	0	0	0	10
ELECTRICAL LICENSE TOTALS	4	1	0	1	5	44	29	6	0	0	1	0	91
ELEVATOR PERMITS								142					142
RENTAL REGISTRATION (Includes Late Fees & Fines)	0	8692	0	0	0	0	0	0	0	8713	0	0	17,405
CERTIFIED HOUSING CONTRACT	0	1	0	0	0	0	0	0	0	0	0	0	1
YEAR TOTALS FOR THE MONTH-only includes group totals	163	136	168	180	210	260	214	208	147	195	169	132	2182
INSPECTION TOTALS	333	203	299	341	418	345	366	423	314	354	309	252	3957

**COMMUNITY DEVELOPMENT SERVICES
BUILDING SAFETY DIVISION
Year 2006 Totals**

PERMITS, LICENSES, EXAMS		
Activity	Number Issued	Fees Collected
Building Permits	236	\$105,674.00
Plan Reviews	40	\$27,907.00
Utility Permits	233	\$12,546.00
Demolition Utility Permits	22	\$3,277.00
Sign Utility Permits	51	\$2,649.00
Plumbing Permits	529	\$102,044.00
HVAC Permits (Mech)	458	\$65,092.41
Electrical Permits	482	\$60,239.58
Temporary Certificates of Occupancy	43	\$3,035.00
Certified Housing Contract	1	\$20,027.00
Elevator Permits 2006-2007	150	\$7,500.00
Total Inspections for Jan-Dec 2006	4310	
Gordon ----	363	
Clay -----	8	
Corey -----	1644	
Steve -----	972	
Tim -----	1314	
Miscellaneous--	9	
Electrical Exams	12	\$600.00
Elect License-New	2	\$200.00
Elect License-Renew	90	\$11,175.00
Elect Non-Urbana Transferred License	44	\$5,500.00
TOTAL PERMIT FEES-2006		\$379,428.99
TOTAL PERMITS-2006	2051	
TOTAL TEMPORARY C OF O'S	43	\$3,035.00
TOTAL INSPECTIONS	4310	
TOTAL ELEVATOR PERMITS 2006	150	\$7,500.00
TOTAL CERTIFIED HOUSING CONTRACT		\$20,027.00
TOTAL ELECT EXAMS/LICENSES	148	17,475.00
GRAND TOTAL AMOUNT		427,465.99

PERMIT TOTALS FOR YEAR 2006													
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	13	16	16	24	37	35	21	13	13	18	15	15	236
UTILITY PERMITS	21	10	18	31	22	24	19	16	30	17	15	10	233
DEMOLITION PERMITS	0	0	0	2	3	3	1	5	2	0	3	3	22
SIGN PERMITS	10	3	5	4	5	4	4	5	1	4	3	3	51
PLUMBING PERMITS	40	32	49	44	25	64	46	39	51	45	42	52	529
MECHANICAL PERMITS	38	37	24	51	25	66	54	37	37	41	25	23	458
ELECTRICAL PERMITS	33	43	30	51	43	47	58	42	26	46	38	25	482
YEAR PERMIT TOTALS ONLY	155	141	142	207	160	243	203	157	160	171	141	131	2011
PLAN REVIEWS	5	3	1	5	3	3	5	2	4	6	1	2	40
TEMP C OF O'S	6	6	3	3	5	1	4	7	3	4	0	1	43
ELECTRICAL EXAMS	0	0	5	1	0	4	0	0	2	0	0	0	12
ELECTRICAL LICENSE-NEW	0	0	2	0	0	0	0	0	0	0	0	0	2
ELECTRICAL LICENSE RENEWALS	1	0	2	0	0	30	45	8	2	2	0	0	90
ELECT NON-URBANA TRANSFERRED LICENSE	2	2	2	7	7	7	4	4	4	2	3	0	44
ELECTRICAL LICENSE TOTALS	3	2	11	8	7	41	49	12	8	4	3	0	148
ELEVATOR PERMITS								150					150
CERTIFIED HOUSING CONTRACT	0	1	0	0	0	0	0	0	0	0	0	0	1
YEAR TOTALS FOR THE MONTH-only includes group totals	169	152	157	223	175	288	261	178	175	185	145	134	2242
INSPECTION TOTALS	332	351	333	399	371	414	386	414	286	432	320	272	4310

**BUILDING SAFETY DIVISION
COMMUNITY DEVELOPMENT SERVICES
Year 2005 Totals**

PERMITS, LICENSES, EXAMS		
Activity	Number Issued	Fees Collected
Building Permits	255	\$216,002.00
Plan Reviews	68	\$81,292.00
Utility Permits	251	\$17,812.00
Demolition Utility Permits	31	\$4,714.00
Sign Utility Permits	41	\$1,925.00
Plumbing Permits	564	\$79,842.00
HVAC Permits (Mech)	593	\$105,607.27
Electrical Permits	559	\$110,025.41
Temporary Certificates of Occupancy	29	\$1,360.00
Elevator Permits	143	\$7,150.00
Certified Housing Contract		\$19,443.00
Total Inspections for Year 2005	4983	
Gordon ----	447	
Clay -----	11	
Corey -----	2037	
Stephen --	913	
Steve -----	1453	
Tim -----	2	
Miscellaneous--	120	
Electrical Exams	12	\$600.00
Elect License-New	4	\$500.00
Elect License-Renew	85	\$10,875.00
Elect Non-Urbana Transferred License	48	\$5,955.00
TOTAL PERMIT FEES- Year 2005		\$617,219.68
TOTAL PERMITS- Year 2005	2362	
TOTAL TEMPORARY C OF O'S	29	\$1,360.00
TOTAL INSPECTIONS	4983	
TOTAL ELEVATOR PERMITS	143	7,150.00
TOTAL CERTIFIED HOUSING CONTRACT	1	\$19,443.00
TOTAL ELECT EXAMS/LICENSES	133	17,930.00
GRAND TOTAL AMOUNT - 2005		663,102.68

PERMIT TOTALS FOR YEAR 2005

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	19	20	36	33	24	19	11	23	27	25	7	11	255
UTILITY PERMITS	0	5	21	16	47	29	23	27	20	23	20	20	251
DEMOLITION PERMITS	1	3	3	5	3	3	1	3	2	2	1	4	31
SIGN PERMITS	6	2	2	2	1	3	2	2	4	4	2	11	41
PLUMBING PERMITS	46	41	62	67	48	57	36	43	48	43	35	38	564
MECHANICAL PERMITS	42	38	49	37	72	57	55	52	61	56	38	36	593
ELECTRICAL PERMITS	58	45	53	50	34	60	36	69	51	39	41	23	559
YEAR PERMIT TOTALS ONLY	172	154	226	210	229	228	164	219	213	192	144	143	2294
PLAN REVIEWS	4	4	1	8	2	5	4	8	9	11	4	8	68
TEMP C OF O'S	5	8	3	1	1	2	1	4	1	0	1	2	29
ELECTRICAL EXAMS	0	0	2	0	0	3	0	0	2	0	0	5	12
ELECTRICAL LICENSE-NEW	0	0	2	0	0	1	0	0	1	0	0	0	4
ELECTRICAL LICENSE RENEWALS	4	1	2	0	0	0	72	5	0	1	0	0	85
ELECT NON-URBANA TRANSFERRED LICENSE	3	4	1	9	8	8	4	4	1	2	2	2	48
ELECTRICAL LICENSE TOTALS	7	5	7	9	8	12	76	9	4	3	2	7	149
ELEVATOR PERMITS	0	0	0	0	0	0	0	0	0	0	0	143	143
CERTIFIED HOUSING CONTRACT	0	0	0	1	0	0	0	0	0	0	0	0	1
YEAR TOTALS FOR THE MONTH-only includes group totals	188	171	237	228	240	247	245	240	227	206	151	160	2540
INSPECTION TOTALS	268	268	387	437	480	521	397	553	457	469	465	281	4983

**COMMUNITY DEVELOPMENT SERVICES
BUILDING SAFETY DIVISION
YEAR 2004 TOTALS**

PERMITS, LICENSES, EXAMS		
Activity	Number Issued	Fees Collected
Building Permits	298	\$214,488.00
Utility Permits	225	\$11,843.00
Demolition Utility Permits	29	\$4,638.00
Sign Utility Permits	49	\$1,800.00
Plumbing Permits	614	\$82,884.82
HVAC Permits (Mech)	628	\$96,546.13
Electrical Permits	602	\$63,977.54
Plan Reviews	57	\$31,136.00
Temporary Certificates of Occupancy	101	\$3,450.00
Elevator Permits	143	\$7,150.00
Certified Housing Contract	1	\$19,440.00
Total Inspections for YEAR 2004	5100	
Gordon ----	431	
Clay -----	3	
Corey -----	2296	
Steve -----	924	
Tim -----	1396	
Miscellaneous--	50	
Electrical Exams	11	\$550.00
Electrical License - New	2	\$225.00
Elect License-Renew	72	\$9,000.00
Elect Non-Urbana Transferred License	45	\$5,625.00
TOTAL PERMIT FEES- Year 2004		\$507,313.49
TOTAL PERMITS- Year 2004	2445	
TOTAL TEMPORARY C OF O'S	101	\$3,450.00
TOTAL INSPECTIONS	5100	
TOTAL CERTIFIED HOUSING CONTRACT		\$19,440.00
TOTAL ELEVATOR PERMITS	143	\$7,150.00
TOTAL ELECT LICENSES	130	15,400.00
GRAND TOTAL AMOUNT - 2004		552,753.49

PERMIT TOTALS FOR YEAR 2004													
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	18	25	18	31	30	40	34	30	23	17	12	20	298
UTILITY PERMITS	10	5	13	23	29	27	15	31	25	19	17	11	225
DEMOLITION PERMITS	0	0	5	3	3	4	2	0	1	6	0	5	29
SIGN PERMITS	4	3	4	2	6	3	2	6	4	5	8	2	49
PLUMBING PERMITS	27	50	44	63	47	76	74	76	47	44	33	33	614
MECHANICAL PERMITS	36	64	38	55	60	61	66	52	54	45	60	37	628
ELECTRICAL PERMITS	61	32	51	43	51	61	61	89	40	36	37	40	602
YEAR PERMIT TOTALS ONLY	156	179	173	220	226	272	254	284	194	172	167	148	2445
PLAN REVIEWS	6	3	1	9	4	7	4	1	10	5	5	2	57
TEMP C OF O'S	11	13	15	9	12	14	4	12	1	3	2	5	101
ELECTRICAL EXAMS	0	1	0	0	1	0	0	0	5	0	0	4	11
ELECTRICAL LICENSE-NEW	0	0	1	0	0	0	0	0	1	0	0	0	2
ELECTRICAL LICENSE RENEWALS	0	0	0	0	0	51	15	4	2	0	0	0	72
ELECT NON-URBANA TRANSFERRED LICENSE	4	3	1	4	10	5	1	8	1	1	4	3	45
ELECTRICAL LICENSE TOTALS	4	4	2	4	11	56	16	12	9	1	4	7	130
ELEVATOR PERMITS	0	0	0	0	0	0	0	0	0	0	0	143	143
CERTIFIED HOUSING CONTRACT	0	0	0	1	0	0	0	0	0	0	0	0	1
YEAR TOTALS FOR THE MONTH- only includes group totals	177	199	191	242	253	349	278	309	214	181	178	162	2733
INSPECTION TOTALS	343	296	471	490	464	472	520	501	409	384	373	330	5053

INSPECTION

ACTIVITY

2004-2007

TOTAL NUMBER OF INSPECTIONS MADE 2004 – 2008

YEAR 2008	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE	
GRS	14	0	10	12	13	31	48	20	3	3	4	12		170
SRC	31	26	60	65	55	57	66	76	55	58	51	166		766
TGM	72	71	62	123	89	123	128	124	84	107	78	88		1149
CWI	83	74	90	131	59	115	132	106	82	97	93	90		1152
CRB	2	0	0	0	0	0	0	0	0	0	0	0		2
SLC	2	1	2	1	0	0	1	1	1	0	2	1		12
RLB	0	0	0	0	0	0	1	0	0	0	0	0		1
Miscellaneous	0	0	0	1	7	1	0	1	0	0	4	1		15
MONTHLY TOTALS	204	172	224	333	223	327	376	328	225	265	232	358		3267

YEAR 2007	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE	
GRS	2	3	11	13	2	20	20	9	14	16	20	3		133
SRC	82	61	57	43	127	61	60	94	65	67	60	108		885
TGM	110	53	93	110	104	114	123	165	87	114	105	66		1244
CWI	138	86	137	162	181	141	155	151	104	153	121	73		1602
CRB	0	0	1	1	1	3	3	1	1	0	0	0		11
SLC	0	0	0	1	1	0	4	3	13	4	3	0		29
Miscellaneous	1	0	0	11	2	6	1	0	30	0	0	2		53
MONTHLY TOTALS	333	203	299	341	418	345	366	423	314	354	309	252		3957

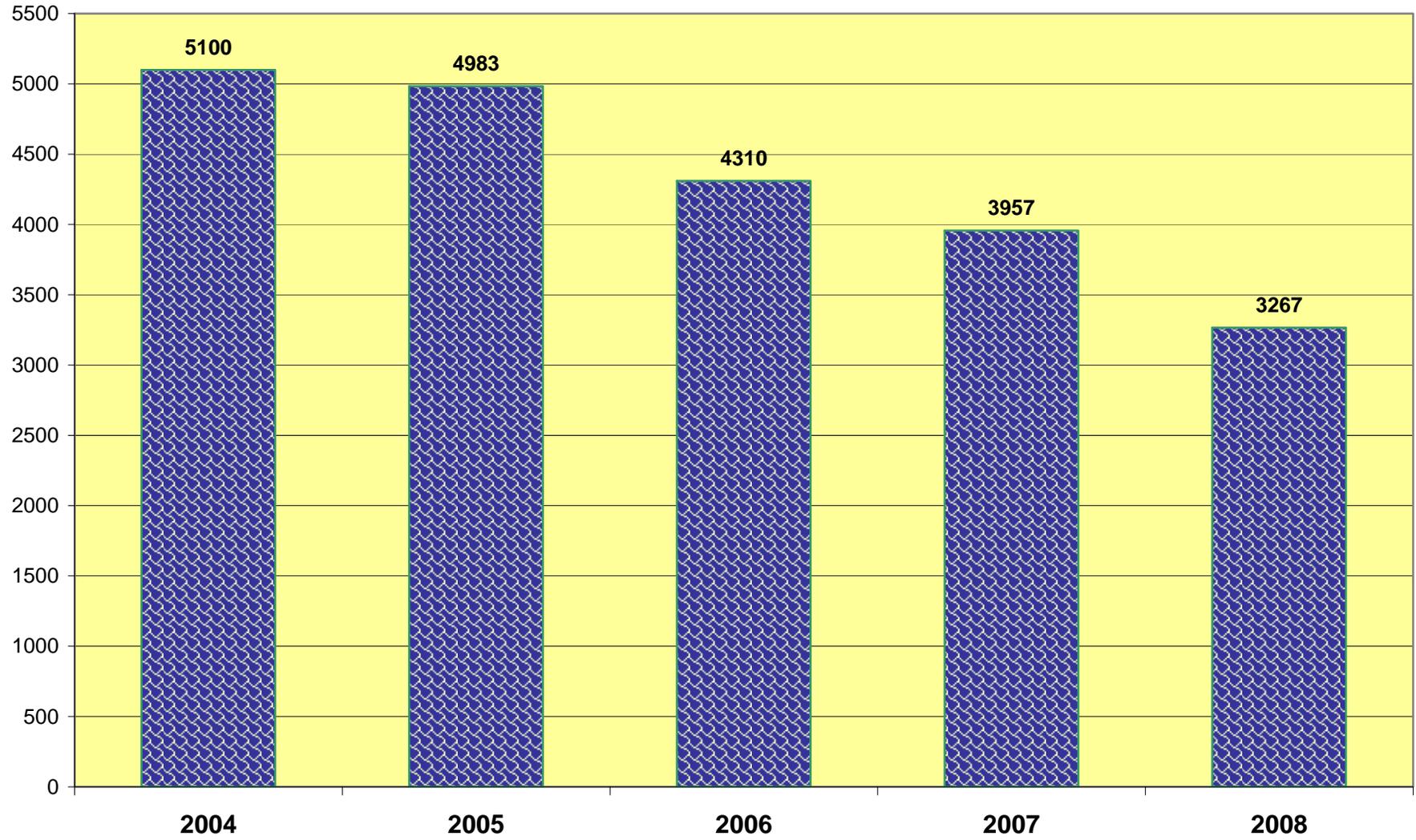
YEAR 2006	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE	
GRS	37	32	42	45	27	46	30	17	13	32	34	8		363
SRC	81	83	58	78	89	116	82	75	73	103	68	66		972
TGM	83	116	120	127	129	92	126	122	88	128	101	82		1314
CWI	126	119	112	149	125	158	148	197	111	169	114	116		1644
CRB	1	1	1	0	0	2	0	0	0	0	3	0		8
Miscellaneous	4	0	0	0	1	0	0	3	1	0	0	0		9
MONTHLY TOTALS	332	351	333	399	371	414	386	414	286	432	320	272		4310

TOTAL NUMBER OF INSPECTIONS MADE 2004 – 2008

YEAR 2005	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
GRS	57	24	19	31	47	29	37	58	57	29	27	32	447
SRC	51	35	49	66	75	108	57	103	64	115	131	59	913
TGM	76	88	122	100	140	176	136	169	120	148	123	55	1453
CWI	83	120	194	206	215	205	162	216	170	168	167	131	2037
CRB	0	0	0	0	0	0	3	4	0	1	0	3	11
RLB	0	0	0	0	1	0	0	0	0	0	1	0	2
Miscellaneous	1	1	3	34	2	3	2	3	46	8	16	1	120
MONTHLY TOTALS	268	268	387	437	480	521	397	553	457	469	465	281	4983

YEAR 2004	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
GRS	21	10	19	11	11	32	41	118	65	22	41	40	431
SRC	59	52	47	58	111	87	94	77	89	73	97	80	924
TGM	105	130	139	125	121	136	148	115	66	96	101	114	1396
CWI	159	101	267	287	222	214	226	201	188	195	134	102	2296
CRB	0	0	0	1	0	0	0	0	2	0	0	0	3
Miscellaneous	1	4	1	8	2	3	13	0	2	2	13	1	50
MONTHLY TOTALS	345	297	473	490	467	472	522	511	412	388	386	337	5100

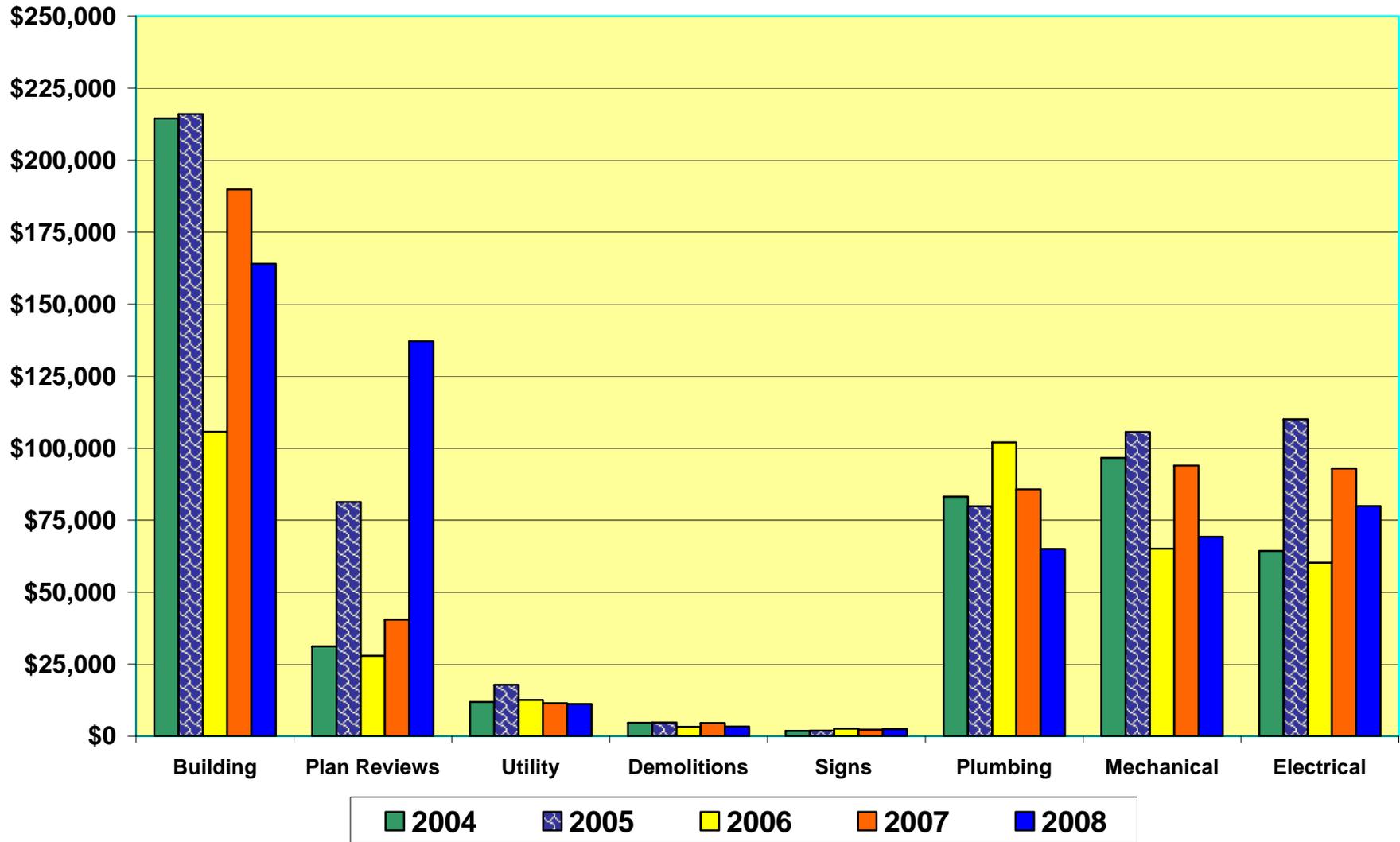
TOTAL NUMBER OF INSPECTIONS 2004-2008



FEE TOTALS

2004 – 2008

TOTAL PERMIT REVENUE 2004-2008



FEE TOTALS FOR YEAR 2006

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	\$8,232.00	\$6,549.00	\$13,753.00	\$12,659.00	\$10,355.00	\$11,772.00	\$15,824.00	\$4,538.00	\$5,549.00	\$11,038.00	\$2,616.00	\$2,789.00	\$105,674.00
UTILITY PERMITS	\$1,039.00	\$669.00	\$545.00	\$1,200.00	\$500.00	\$2,085.00	\$651.00	\$2,730.00	\$1,425.00	\$687.00	\$635.00	\$380.00	\$12,546.00
DEMOLITION PERMITS	\$0.00	\$0.00	\$0.00	\$200.00	\$300.00	\$200.00	\$100.00	\$1,598.00	\$254.00	\$0.00	\$325.00	\$300.00	\$3,277.00
SIGN PERMITS	\$442.00	\$100.00	\$185.00	\$80.00	\$160.00	\$205.00	\$530.00	\$452.00	\$60.00	\$270.00	\$60.00	\$105.00	\$2,649.00
PLUMBING PERMITS	\$12,580.00	\$2,868.00	\$15,384.00	\$17,200.00	\$3,852.00	\$5,368.00	\$3,428.00	\$5,204.00	\$8,876.00	\$19,212.00	\$3,616.00	\$4,456.00	\$102,044.00
HVAC PERMIT (MECH)	\$8,773.00	\$6,064.27	\$3,230.00	\$6,631.60	\$5,728.87	\$7,046.00	\$6,897.73	\$4,110.69	\$6,234.25	\$6,715.00	\$1,664.00	\$1,997.00	\$65,092.41
ELECTRICAL PERMITS	\$5,585.00	\$9,911.00	\$3,853.00	\$3,779.00	\$7,243.00	\$3,875.00	\$2,645.30	\$4,308.75	\$3,811.50	\$6,402.03	\$5,020.00	\$3,806.00	\$60,239.58
YEAR FEE TOTALS ONLY	\$36,651.00	\$26,161.27	\$36,950.00	\$41,749.60	\$28,138.87	\$30,551.00	\$30,076.03	\$22,941.44	\$26,209.75	\$44,324.03	\$13,936.00	\$13,833.00	\$351,521.99
PLAN REVIEWS	\$12,578.00	\$1,120.00	\$900.00	\$1,797.00	\$1,065.00	\$950.00	\$2,387.00	\$875.00	\$2,255.00	\$3,577.00	\$153.00	\$250.00	\$27,907.00
TEMPORARY C OF O'S	\$450.00	\$300.00	\$325.00	\$75.00	\$450.00	\$100.00	\$175.00	\$450.00	\$400.00	\$285.00	\$0.00	\$25.00	\$3,035.00
ELECTRICAL EXAMS	\$0.00	\$0.00	\$250.00	\$50.00	\$0.00	\$200.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$600.00
ELECTRICAL LICENSE-NEW	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
ELECTRICAL LICENSE-RENEW	\$100.00	\$0.00	\$200.00	\$0.00	\$0.00	\$3,750.00	\$5,625.00	\$1,000.00	\$250.00	\$250.00	\$0.00	\$0.00	\$11,175.00
ELECTRICAL NON-URBANA TRANSFERRED LICENSE	\$250.00	\$250.00	\$250.00	\$875.00	\$875.00	\$875.00	\$500.00	\$500.00	\$500.00	\$250.00	\$375.00	\$0.00	\$5,500.00
ELECTRICAL LICENSE FEE TOTALS	\$350.00	\$250.00	\$900.00	\$925.00	\$875.00	\$4,825.00	\$6,125.00	\$1,500.00	\$850.00	\$500.00	\$375.00	\$0.00	\$17,475.00
ELEVATOR PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00
CERTIFIED HOUSING CONTRACT	\$0.00	\$20,027.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,027.00
YEAR TOTALS FOR THE MONTH-only includes group totals	\$50,029.00	\$27,831.27	\$39,075.00	\$44,546.60	\$30,528.87	\$36,426.00	\$38,763.03	\$25,766.44	\$29,714.75	\$48,686.03	\$14,464.00	\$14,108.00	\$399,938.99
								GRAND TOTAL of Bldg, Pln Rvw, Temp CofO, Elect, Rental Reg, Cert Hsg					\$427,465.99

FEE TOTALS FOR YEAR 2005

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	\$15,822.00	\$12,593.00	\$10,592.00	\$59,687.00	\$7,341.00	\$10,532.00	\$14,992.00	\$15,235.00	\$12,217.00	\$10,425.00	\$2,984.00	\$43,582.00	\$216,002.00
UTILITY PERMITS	\$0.00	\$115.00	\$2,582.00	\$411.00	\$1,287.00	\$1,123.00	\$763.00	\$2,028.00	\$720.00	\$890.00	\$6,935.00	\$958.00	\$17,812.00
DEMOLITION PERMITS	\$100.00	\$300.00	\$375.00	\$500.00	\$300.00	\$375.00	\$100.00	\$300.00	\$200.00	\$380.00	\$1,225.00	\$559.00	\$4,714.00
SIGN PERMITS	\$123.00	\$40.00	\$40.00	\$40.00	\$32.00	\$120.00	\$67.00	\$369.00	\$180.00	\$160.00	\$45.00	\$709.00	\$1,925.00
PLUMBING PERMITS	\$3,812.00	\$11,544.00	\$7,204.00	\$5,804.00	\$4,632.00	\$10,776.00	\$5,028.00	\$3,766.00	\$4,152.00	\$7,908.00	\$13,312.00	\$1,904.00	\$79,842.00
HVAC PERMIT (MECH)	\$9,150.00	\$2,724.00	\$6,360.28	\$5,970.00	\$8,793.50	\$8,328.00	\$9,041.00	\$20,482.23	\$5,163.30	\$15,735.00	\$4,804.00	\$9,055.96	\$105,607.27
ELECTRICAL PERMITS	\$8,935.00	\$5,655.66	\$34,139.00	\$4,124.00	\$2,093.00	\$5,221.58	\$5,511.00	\$17,305.92	\$10,687.75	\$4,499.00	\$8,370.50	\$3,483.00	\$110,025.41
YEAR FEE TOTALS ONLY	\$37,942.00	\$32,971.66	\$61,292.28	\$76,536.00	\$24,478.50	\$36,475.58	\$35,502.00	\$59,486.15	\$33,320.05	\$39,997.00	\$37,675.50	\$60,250.96	\$535,927.68
PLAN REVIEWS	\$19,102.00	\$3,007.00	\$583.00	\$16,156.00	\$731.00	\$7,757.00	\$8,225.00	\$7,752.00	\$5,660.00	\$3,889.00	\$1,526.00	\$6,904.00	\$81,292.00
TEMPORARY C OF O'S	\$200.00	\$350.00	\$75.00	\$25.00	\$25.00	\$50.00	\$100.00	\$175.00	\$25.00	\$200.00	\$25.00	\$110.00	\$1,360.00
ELECTRICAL EXAMS	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$250.00	\$600.00
ELECTRICAL LICENSE-NEW	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$500.00
ELECTRICAL LICENSE-RENEW	\$550.00	\$250.00	\$200.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$750.00	\$0.00	\$125.00	\$0.00	\$0.00	\$10,875.00
ELECTRICAL NON-URBANA TRANSFERRED LICENSE	\$375.00	\$500.00	\$125.00	\$1,125.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$125.00	\$250.00	\$250.00	\$205.00	\$5,955.00
ELECTRICAL LICENSE FEE TOTALS	\$925.00	\$750.00	\$675.00	\$1,125.00	\$1,000.00	\$1,275.00	\$9,500.00	\$1,250.00	\$350.00	\$375.00	\$250.00	\$455.00	\$17,930.00
ELEVATOR PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,150.00	\$7,150.00
CERTIFIED HOUSING CONTRACT	\$0.00	\$0.00	\$0.00	\$19,443.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,443.00
YEAR TOTALS FOR THE MONTH-only includes group totals	\$58,169.00	\$37,078.66	\$62,625.28	\$93,842.00	\$26,234.50	\$45,557.58	\$53,327.00	\$68,663.15	\$39,355.05	\$44,461.00	\$39,476.50	\$67,719.96	\$636,509.68
								GRAND TOTAL of Bldg, Pln Rvw, Temp CofO, Elect, Rental Reg, Cert Hsg					\$663,102.68

FEE TOTALS FOR YEAR 2004

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
BUILDING PERMITS	\$2,744.00	\$7,839.00	\$7,245.00	\$13,122.00	\$10,027.00	\$115,334.00	\$11,679.00	\$8,116.00	\$18,313.00	\$7,131.00	\$8,394.00	\$4,544.00	\$214,488.00
UTILITY PERMITS	\$1,311.00	\$160.00	\$351.00	\$1,170.00	\$1,113.00	\$1,303.00	\$524.00	\$1,065.00	\$1,038.00	\$2,905.00	\$425.00	\$469.00	\$11,834.00
DEMOLITION PERMITS	\$0.00	\$0.00	\$435.00	\$333.00	\$300.00	\$650.00	\$100.00	\$0.00	\$35.00	\$2,505.00	\$0.00	\$280.00	\$4,638.00
SIGN PERMITS	\$86.00	\$60.00	\$140.00	\$40.00	\$140.00	\$160.00	\$60.00	\$355.00	\$100.00	\$140.00	\$479.00	\$40.00	\$1,800.00
PLUMBING PERMITS	\$4,100.00	\$4,088.00	\$4,316.00	\$6,896.82	\$8,308.00	\$11,236.00	\$9,048.00	\$8,288.00	\$4,288.00	\$4,212.00	\$14,872.00	\$3,232.00	\$82,884.82
HVAC PERMIT (MECH)	\$2,645.00	\$6,600.00	\$1,918.00	\$2,732.00	\$7,868.00	\$4,797.00	\$6,629.49	\$3,605.00	\$12,566.60	\$31,958.00	\$5,492.00	\$9,735.04	\$96,546.13
ELECTRICAL PERMITS	\$3,332.00	\$4,312.75	\$2,945.00	\$2,161.00	\$4,376.37	\$6,314.76	\$5,506.50	\$15,482.31	\$3,197.00	\$3,645.00	\$9,933.85	\$2,771.00	\$63,977.54
YEAR FEE TOTALS ONLY	\$14,218.00	\$23,059.75	\$17,350.00	\$26,454.82	\$32,132.37	\$139,794.76	\$33,546.99	\$36,911.31	\$39,537.60	\$52,496.00	\$39,595.85	\$21,071.04	\$476,168.49
PLAN REVIEWS	\$1,956.00	\$1,305.00	\$1,000.00	\$4,503.00	\$963.00	\$7,181.00	\$1,170.00	\$1,709.00	\$4,692.00	\$2,060.00	\$3,072.00	\$1,525.00	\$31,136.00
TEMPORARY C OF O'S	\$350.00	\$625.00	\$375.00	\$225.00	\$375.00	\$350.00	\$250.00	\$300.00	\$100.00	\$150.00	\$225.00	\$125.00	\$3,450.00
ELECTRICAL EXAMS	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$200.00	\$550.00
ELECTRICAL LICENSE-NEW	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$225.00
ELECTRICAL LICENSE-RENEW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,375.00	\$1,875.00	\$500.00	\$250.00	\$0.00	\$0.00	\$0.00	\$9,000.00
ELECTRICAL NON-URBANA TRANSFERRED LICENSE	\$500.00	\$375.00	\$125.00	\$500.00	\$1,250.00	\$625.00	\$125.00	\$1,000.00	\$125.00	\$125.00	\$500.00	\$375.00	\$5,625.00
ELECTRICAL LICENSE FEE TOTALS	\$500.00	\$425.00	\$225.00	\$500.00	\$1,300.00	\$7,000.00	\$2,000.00	\$1,500.00	\$750.00	\$125.00	\$500.00	\$575.00	\$15,400.00
ELEVATOR PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,150.00
CERTIFIED HOUSING CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,440.00	\$19,440.00
YEAR TOTALS FOR THE MONTH-only includes group totals	\$17,024.00	\$25,414.75	\$18,950.00	\$31,682.82	\$34,770.37	\$154,325.76	\$36,966.99	\$40,420.31	\$45,079.60	\$54,831.00	\$43,392.85	\$23,296.04	\$526,154.49
								GRAND TOTAL of Bldg, Pln Rvw, Temp CofO, Elect, Rental Reg, Cert Hsg					\$552,744.49