

~ NOTICE ~

Those Attending This Training Session In U -Mass.

*Amherst or Other Locations Are Free To Use This Material At
Their Local Level To Promote Their Role In Public Safety By
Creating A Greater Public Awareness And Understanding Of
The Significant Role Building Safety Officials Play In Building
Code Enforcement*

ALL OTHER USE OF THIS MATERIAL OR POWER POINT
IS STRICTLY PROHIBITED WITHOUT THE EXPRESS WRITTEN
CONSENT OF THE AUTHOR

House Keeping

- 1. Take note of ALL EXITS*
- 2. Cell phones - Electronic Devices*
- 3. My Phone*
- 4. No Break*
- 5. Encourage Questions & Discussions on*
 - a. Concepts & Examples Presented*
 - b. What if situations Are Welcomed*

Four Phases Of
Public Safety
In The Built Environment
Role Of The
“Building Safety Official”

Identifying & Addressing

The

Challenges, Barriers

(And Other Related Issues)

Facing The

“Building Safety Official”

IN EACH PHASE

MATERIAL REFERENCED

- ❑ ***“Going By The Book” Eugene Bardach & Robert A. Kagan***
- ❑ *ICC-Codes Chapter One-Administration*
- ❑ *Building Department Administration 3rd Edition*
- ❑ *Legal Aspects of Building Code Administration*
- ❑ *Inspector Skills*

Presenter

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Session Objectives

1. **Establish Level “Playing Field” With Those Attending**
2. Identify / Address Challenges We Face As Building Safety Officials
3. Translate Our Role As Building Safety Officials Into Everyday Language

DEPARTMENT
OF
BUILDING SAFETY

~ PUBLIC SAFETY ~

IN THE “BUILT ENVIRONMENT”

IS A SHARED RESPONSIBILITY

AND A JOINT EFFORT COORDINATED

BY THE

“BUILDING SAFETY OFFICIAL”

Primary Goals

Create A Greater Awareness

And

Understanding

Our First Challenge

Understaffed Departments
of
Building Safety



**What Happens.....When The Demand To
Address Public Safety**

In The Built Environment

**Through Enforcement of the
Locally Adopted Building Codes**

EXCEEDS

THE RESOURCES AVAILABLE?

Four Basic Resources

1. SUPPORT- **From The “Appointing”**
Authorities
2. Funding/Budget
3. Adequately Staffed With Well Trained
Professionals
4. Professional Office & Environment

Attitudes Toward Building Regulations

Challenge:

Many people do not assign a value to building code regulations

Reason:

Highly Technical, Complex &
Sometimes Obscure Role Of The Building
Safety Official

Solution: Building Safety Officials / Public
Relation Specialists
Need To Make Convincing Arguments

Identifying & Addressing

The

Challenges, Barriers

(And Other Related Issues)

Facing The

Building Safety Official

IN EACH OF

THE FOUR PHASES

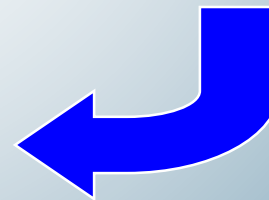
Phase One
Building Permit



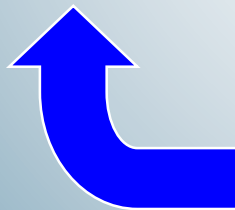
Phase Two
Construction



Phase Three
Maintenance



Phase Four
Incident-Disaster



Phase One

“Permitting”

Challenge:

**Issuing “Building Permits” In A
Timely Manner**

Phase One - Building Permits

Primary Reasons For Delays In Issuing “Building Permits”

1. Procedural Policies
2. Staffing / Interruptions
3. Inaccurate, Missing, Wrong Information
4. Other Municipal Department Approvals
5. Reluctance Of The Applicant To Comply

Phase One - Building Permits

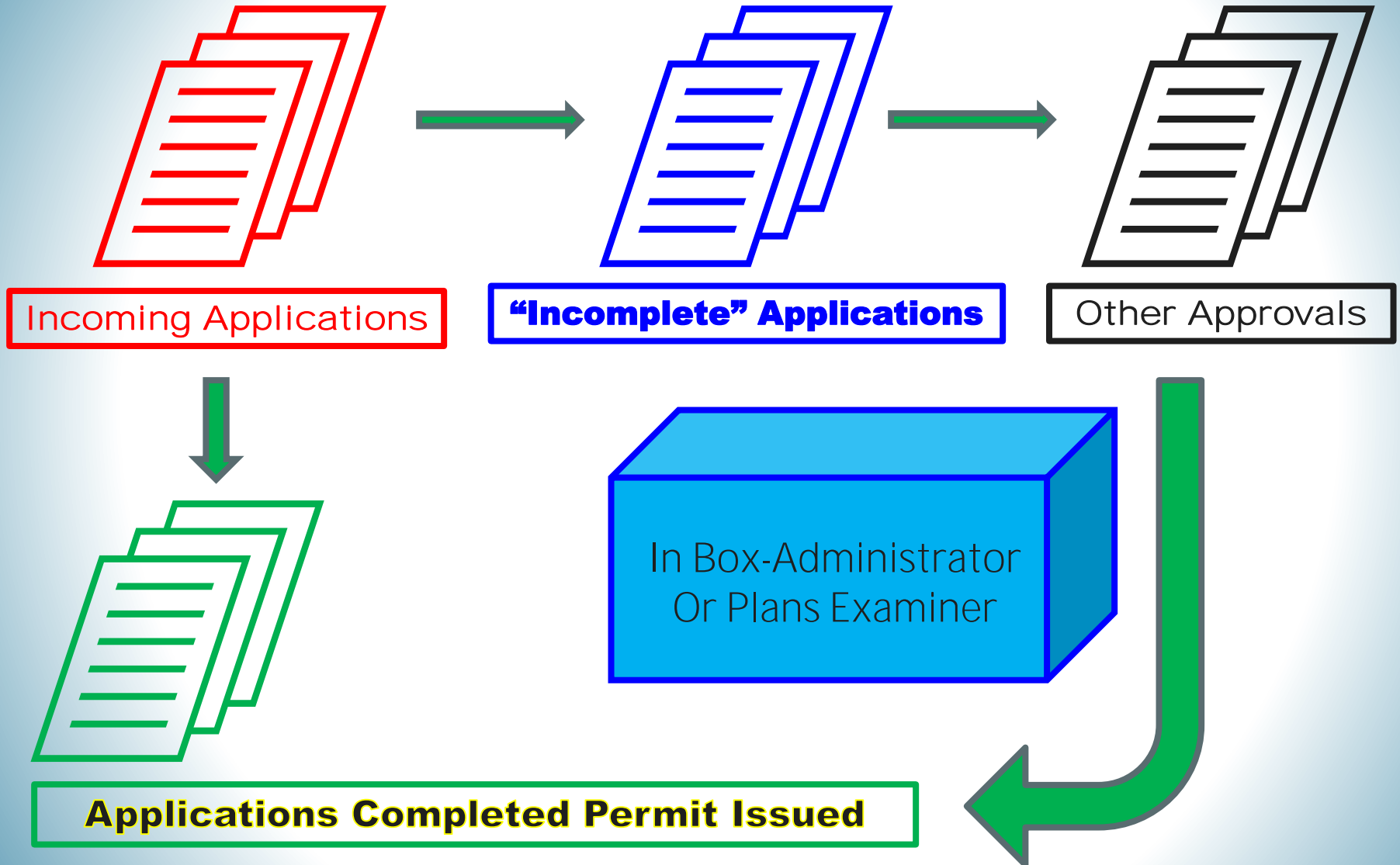
Primary Reasons For Delays In Issuing “Building Permits”

1. Procedural Policies / Processing

Applications

- a) Must Be Date Stamped
- b) Tracking / Maintenance
- c) Sample Procedure

BASIC MODEL FOR PROCESSING APPLICATIONS



Phase One - Building Permits

Primary Reasons For Delays In Issuing “Building Permits”

2. Staffing – **AKA “FOUR” Basic Functions**
 - a) Secretary / Admin. Assistant
 - b) Administrator – Head of Dept.
 - c) Processing Permits / Plans Examiner
 - d) Inspections & Complaints Field Inspector(s)

Phase One - Building Permits

Primary Reasons For Delays In Issuing “Building Permits”

2. Staffing – Initial Contact With Applicant
 - a) Meet & Greet
 - b) Secretary
 - c) Administrative Assistant
 - Permit Technician
 - d) Pre-Permit Conference

Phase One - Building Permits

Primary Reasons For Delays In Issuing “Building Permits”

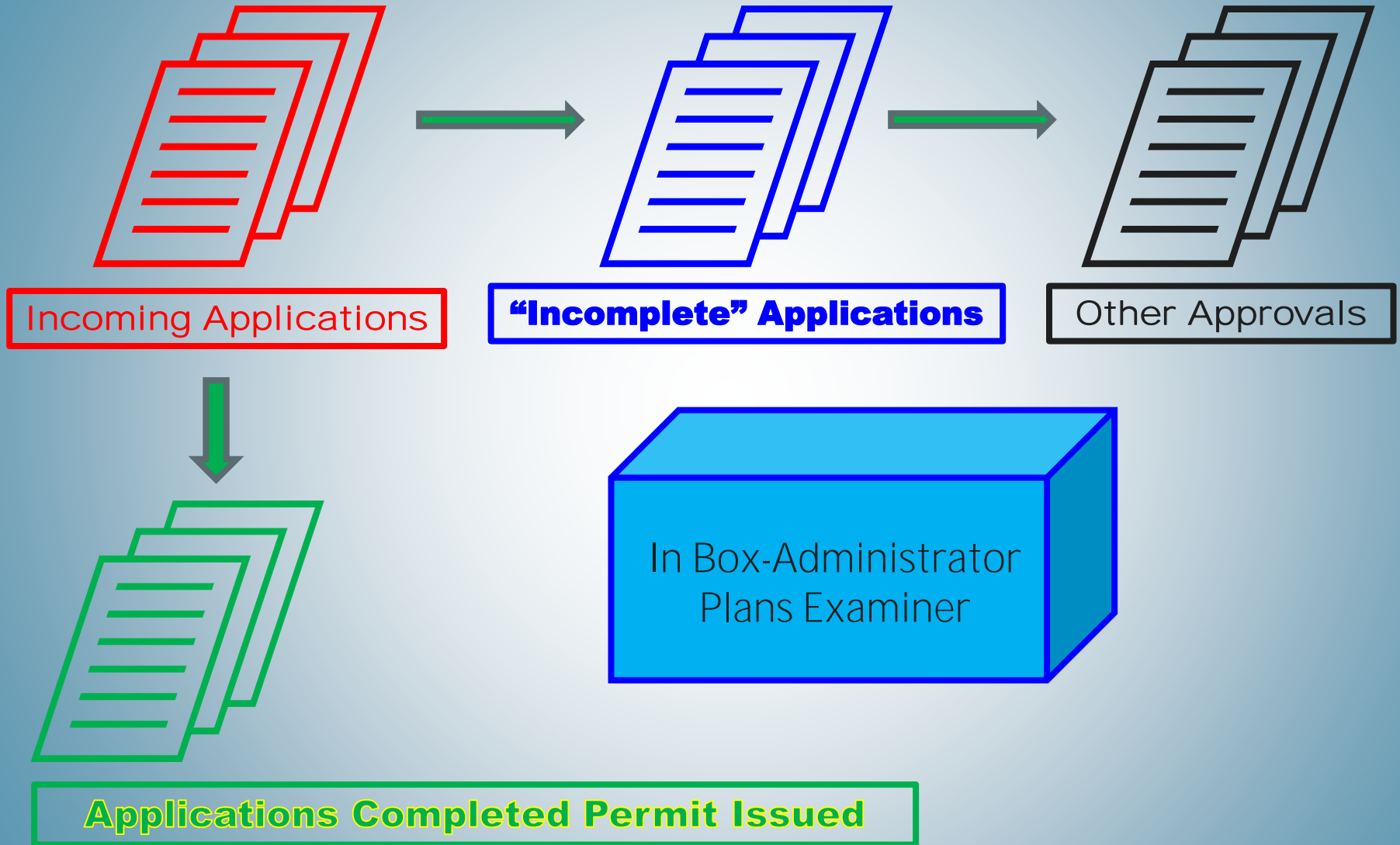
3. Inaccurate, Missing, Wrong Information
 - a. Minor Issue
 - b. Major Issue Notify / Applicant In
“Writing”

3. Inaccurate, Missing, Wrong Information.....

“I have reviewed your application and
conducted a plan review for the subject property
but unable to issue your Building Permit at this
time because of inaccurate, missing or “wrong”
information. This includes, but not necessarily
limited to the items listed below. Please return
this information to me in it’s entirety ASAP so a
Building Permit can be issued.

OR

MODEL FOR PROCESSING APPLICATIONS



Phase One - Building Permits

Primary Reasons For Delays In Issuing “Building Permits”

4. Review By Other Municipal Departments or
Permit Granting Boards

Other Municipal Departments or Permit Granting Boards

1. Inspectional Services
 - a) Fire Department
 - b) Plumbing
 - c) Gas
 - d) Electrical
2. Zoning
3. Planning Board
4. Health Dept.
5. Conservation
6. Historic
7. Site Plan Approval
8. Special Permits-Selectman/Councilors

Phase One - Building Permits

Primary Reasons For Delays When Issuing “Building Permits”

5. Reluctance Of The Applicant To Comply

WHERE DO YOU DRAW THE LINE ?

Phase One - Building Permits

Closing

Public Relations Tip

Educate The Public On Your
Policy & Procedure
For Processing Building Permits
&
Why We Have Building Codes

Phase Two

“Construction”

Objective:

1. Conduct Inspections
2. Confirm Compliance

Goal:

- 1. “Close Out Permit”**
- 2. Issue “Certificate of Occupancy”**

1. CHALLENGE IN PHASE TWO:

- a) Conducting Progress Inspections
- b) Coordinating Inspections By Others
- c) **Documenting “Compliance”**
- d) Coordinating Final Signs-Offs
- e) Close Out Permit
- f) Issuing The Certificate of Occupancy

Phase Two – **“Construction”**

Confirming Compliance

1. Challenge:

- a) Confirming Compliance
- b) Coordinating Inspections &
- c) Closing Out The Permit & Issuing
Certificate of Occupancy

Phase Two – “**Construction**”

Confirming Compliance

How Do You Address That Challenge:

By

1. Knowing Where Your Jurisdictional Authority Begins & Ends &
2. Establishing & Adopting A Policy & Procedure
3. Coordinating Compliance W/Other Departments etc.

Phase Three

“Maintenance”

Objective:

Monitor Existing Buildings & Structures

Goal/Challenge:

Maintain A Building's Level of Performance

Phase Three – **“Maintenance”**

Maintaining Compliance

1. Building **Maintenance “Program”**
2. Complaints
3. Violations
4. Enforcement Procedures

Burning questions:

Law calls for inspections every 5 years; cities have no records they took place !

Phase Four

“INCIDENT DISASTER”

- ✓ Response
- ✓ Stabilizing
- ✓ Evaluation
- ✓ Recovery/Rebuilding

Phase Four

“INCIDENT DISASTER”

Objective:

Stabilize & Evaluate

Goal:

Recovery & Rebuilding

Finally
Phase Four
Remember
This

The Number Of Lives Saved,
Buildings Lost And The Time It Takes
To Recover, In “Phase Four”

Greatly Depends On

Having A Strong

“DEPARTMENT OF BUILDING SAFETY”

To

Enforce Phases One, Two & Three

In Closing

Success Is the
Sum Of Small
Efforts Repeated
Day in & Day out

Four Phases
Thank You
Have A Safe Day