

**BACKGROUND**

**Mission:**

As a division of Public Works, Building Development contributes to Public Works overall mission to improve the safety, quality of life, and environment for the present and future generations. Building Development provides engineering review and inspection services for building construction and building code compliance.

**Resources:**

The Building Inspections Division is fully fee supported.

FY 2007 Adopted Budget:	\$9,531,388
FY 2007 Authorized Staffing:	113.93

**PROJECTED FY 2007 KEY SERVICE LEVELS PER ADOPTED BUDGET:**

Plan Reviews	13,460
Permits Issued	55,000
Construction Inspections	250,000
Building Code Complaints	800

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## SUMMARY OF SERVICE EFFORTS AND ACCOMPLISHMENTS FISCAL YEARS 2001 THROUGH 2006

The following table lists some of the notable program results for the Building Development service area. A page reference to a more detailed discussion of each summarized item is also provided in the table.

Spending	Efficiency	Results
<ul style="list-style-type: none"> <li>◆ Between 2001 and 2006 direct expenditures, adjusted for inflation, increased by 71 percent (page 46). Spending was increased to keep up with substantial growth in demand for building development services from 2001 through 2005 and to enhance customer service.</li> <li>◆ From 2001 through 2005 current year fee revenue exceeded expenditures. In 2006, current year fee revenue dropped to 87 percent of expenditures. (page 50)</li> </ul>	<ul style="list-style-type: none"> <li>◆ The cost per building permit issued increased 22 percent from 2001 to 2006 as the County added resources to improve customer service and the size and complexity of structures increased. With a decline in building permits issued and an increase in spending, 2006 saw a substantial jump compared to 2005 in cost per building permit issued (page 55)</li> <li>◆ In 2006, Prince William had a higher cost per building permit issued than Fairfax and Loudoun. (page 56)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Nonresidential and commercial tenant first submission plans were reviewed far more quickly in 2006 than in 2001. (page 62)</li> <li>◆ In 2005, Prince William reviewed first submission nonresidential and residential plans faster than Fairfax, but reviewed commercial tenant layout building plans more slowly than Fairfax. (page 64 and 66)</li> <li>◆ Since 2001 between 92 and 95 percent of inspections were performed on the day requested. (page 67)</li> </ul>

### Building Development Program Performance Initiatives

- ◆ Building Development implemented an Expedited Plan Review process by recommendation of the Commercial Development Committee and under direction from the County Executive. The program, held two days per week by appointment, serves the commercial community requiring review of plans of 7,500 square feet or less. The permit applicant and design team meet with Building Development staff; the intent is to complete the review and issue the permit the day of the meeting. Since its inception, 110 projects have been reviewed for an 83% same day approval rate.
- ◆ Building Development implemented a number of “e-services” over the past two fiscal years. The ePermits, eInspections, and eInspectionSchedules online systems allow builders, tradesmen, and planners to apply for trade permits, request an inspection, and view the inspection schedule from the convenience of their home or office. In addition, ePlanStatus provides building plan review status information, and the eBuildingDevelopmentForms gives access to forms that can be filled-in and printed before they are submitted. These programs build upon the success of the ePermits system which was implemented during FY 03.
- ◆ Building Development continued its successful video public education program with the production of “PWC: Open for Business”. This video guides entrepreneurs through the county regulatory process via case studies; and with a series of electrical safety public service announcements.

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**Communities Surveyed**

Surveys were sent to three jurisdictions: Chesterfield, Fairfax, and Loudoun Counties. Chesterfield County is the closest to Prince William in population size of any Virginia jurisdiction. Chesterfield is within the Richmond, VA metropolitan area. Fairfax, Loudoun, and Prince William County are located in Northern Virginia within the Washington, DC metropolitan area. Survey responses were received from Fairfax and Loudoun County Building Development programs.

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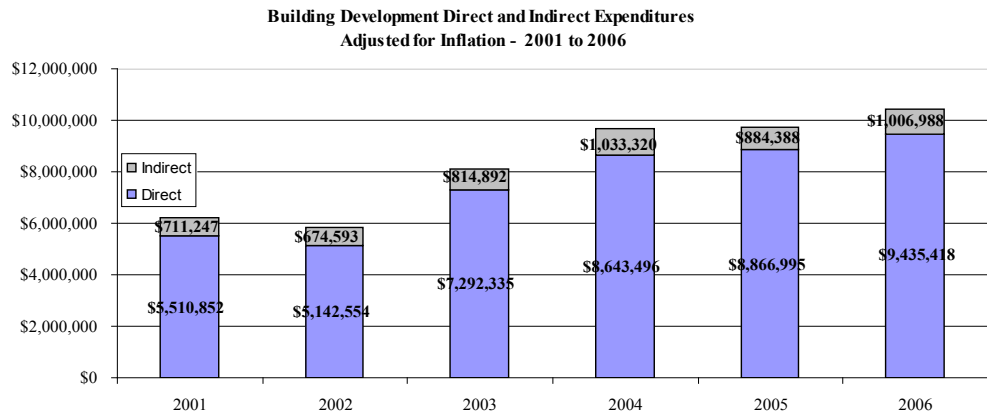
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## Direct and Indirect Expenditures (Adjusted For Inflation)

**Purpose:** To provide an indicator of the relative level of spending on Building Development services. This is not an efficiency measure since it does not consider the output generated for the level of spending. Indirect expenditures are determined annually through a study conducted by an outside consultant. In the study the consultant allocates the cost of certain internal services such as County Attorney services and finance services to the various County agencies that received those services during the year. Expenditures are adjusted for inflation to maintain comparability between years. Fiscal Year 2007, the current budget year, is used as the base year for inflation adjustments.



### Trend:

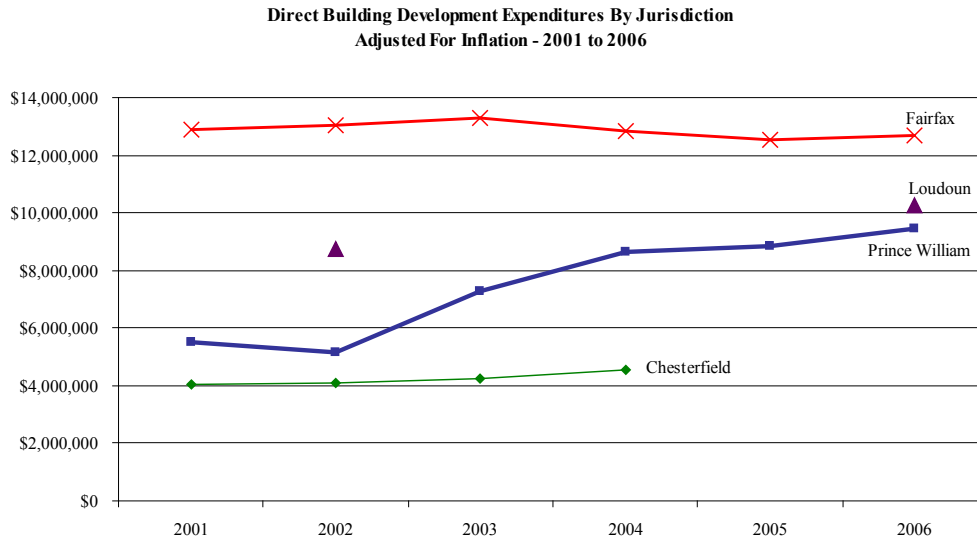
- ◆ Between 2001 and 2006 direct Building Development expenditures, adjusted for inflation, grew by 71 percent.
- ◆ Between 2001 and 2006 Building Development indirect expenditures, adjusted for inflation, grew by 42 percent.

### Comments:

- ◆ Actual FY 2001 expenditures were greater than FY 2002 due to spending for MTrack and Permit Plan enhancements.
- ◆ The FY 2003 adopted budget added 8.5 FTEs, provided additional space for the inspections branch, and provided for maintenance and hardware refreshment for the Mtrack and the interactive voice (IVR) applications. Mtrack provides inspectors with a hand held computer in the field for entering inspection results and obtaining data from the Tidemark Permit Plan system. The IVR system enables citizens and builders to obtain plan review status and to schedule and obtain status information on inspections.
- ◆ The FY 2004 adopted budget added 10 FTEs and provided additional funding for increased IT infrastructure and ongoing internal services.
- ◆ Additional positions were also added in 2005 and 2006. Page 48 shows authorized positions added from 2001 through 2006

## Direct Building Development Expenditures by Jurisdiction

**Purpose:** To provide information on the relative size of operations at the comparison jurisdictions.



Loudoun was unable to respond to our survey in 2001 and 2003 through 2005. Chesterfield was unable to respond in 2005 and 2006.

	Direct Expenditures Adjusted for Inflation					
	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006
Chesterfield	\$4,043,648	\$4,090,762	\$4,254,347	\$4,564,465	Not Available	Not Available
Prince William	\$5,510,852	\$5,142,554	\$7,292,335	\$8,643,496	\$8,866,995	\$9,435,418
Loudoun	Not Available	\$8,724,916	Not Available	Not Available	Not Available	\$10,276,243
Fairfax	\$12,885,589	\$13,057,253	\$13,316,786	\$12,822,247	\$12,513,537	\$12,671,846

### Compared to Other Jurisdictions:

- ◆ Prince William spent less on Building Development between 2001 and 2006 than Fairfax. For those years in which comparison data was available, Prince William spent less on Building Development than Loudoun and more than Chesterfield.

### Comments:

- ◆ The level of Building Development expenditures is directly dependent on the amount of development activity in the community. Page 56 provides the average Building Development Program cost per Building Permit Issued.
- ◆ For purposes of comparability between jurisdictions, this chart does not include indirect costs charged to the Building Development Division. The other jurisdictions do not collect indirect costs as part of a formal process. However, in the other jurisdictions, revenue in excess of direct expenditures is retained by the General Fund.

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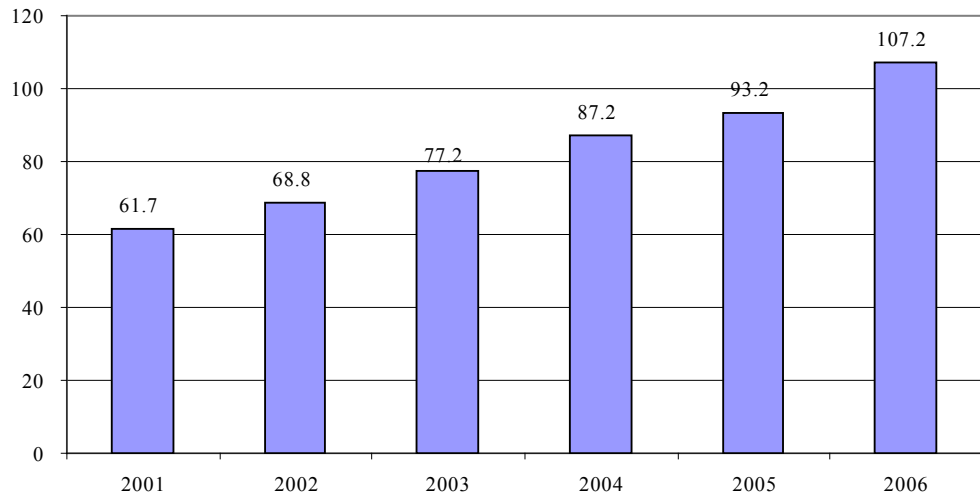
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## Authorized Positions

- ◆ **Purpose:** This measure provides an indicator of the level of Building Development staffing provided between years and between jurisdictions. All permanent and permanent part-time employees are included. Permanent part-time employees are reported as full time equivalents. Temporary and contractual employees are not counted.

Authorized Employees FY 2001 To FY 2006



### Trend:

- ◆ Building Development authorized staffing grew by 74 percent between 2001 and 2006.

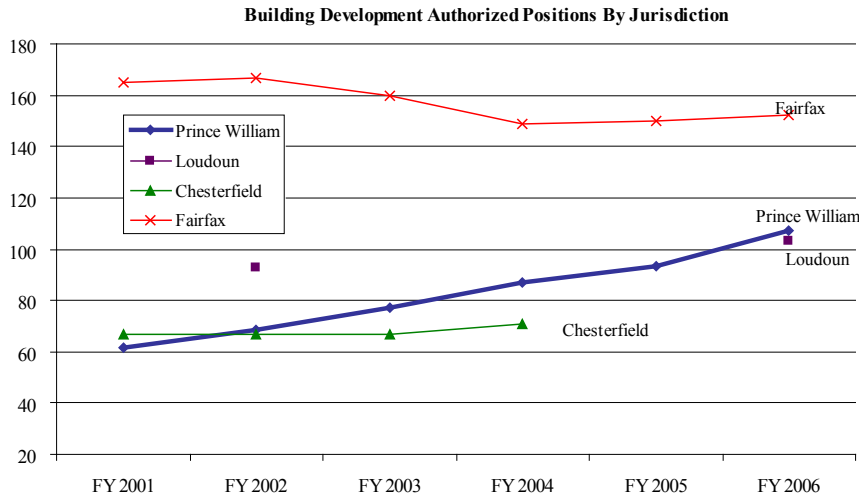
### Comment:

- ◆ Positions were added each year to address rapid growth in workload and to improve customer service. Page 55 provides information on the number of building permits issued per authorized employee.



## Authorized Positions by Jurisdiction

**Purpose:** To provide information on the relative size of operations at the comparison jurisdictions.



	Authorized Positions					
	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006
Prince William	61.7	68.8	77.2	87.2	93.2	107.2
Loudoun	Not Available	93.0	Not Available	Not Available	Not Available	103.0
Chesterfield	67.0	67.0	67.0	71.0	Not Available	Not Available
Fairfax	165.0	167.0	160.0	149.0	150.0	152.0

### Compared to Other Jurisdictions:

- ◆ In 2006, Prince William had fewer authorized positions than Fairfax and slightly more than Loudoun. In 2004, the most recent year that comparison data is available from Chesterfield County, Prince William had more authorized positions than Chesterfield.

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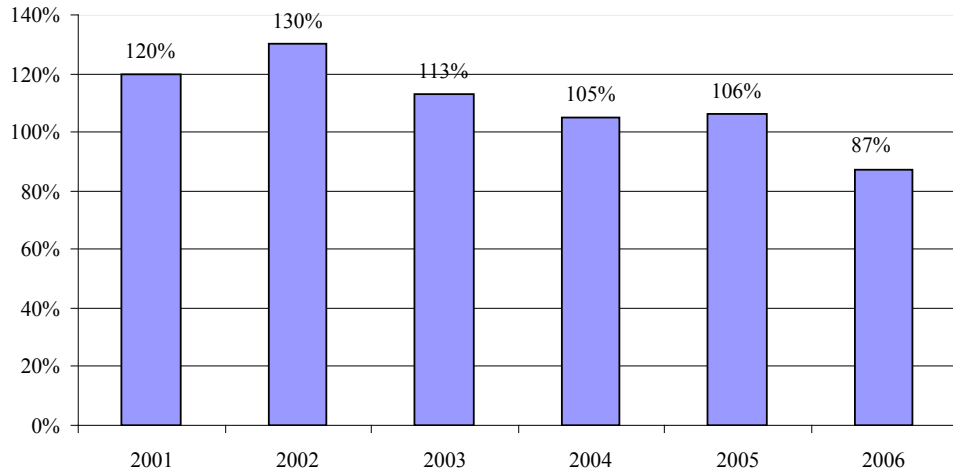
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## Percent of Total Expenditures Fee Supported

**Purpose:** This measure provides an indicator of the degree to which Building Development services are self-supporting. Total Building Development expenditures include both direct and indirect expenditures.

Percent of Total Expenditures Fee Supported  
FY 2001 to FY 2006



	2001	2002	2003	2004	2005	2006
Revenue	\$6,214,930	\$6,491,318	\$8,009,372	\$9,119,466	\$9,591,225	\$8,854,165
Total Direct & Indirect Exp.	\$5,194,640	\$4,990,594	\$7,098,494	\$8,710,621	\$9,047,366	\$10,161,696
Net Revenue Over Expenditures	\$1,020,290	\$1,500,724	\$910,878	\$408,845	\$543,859	(\$1,307,531)
Amount Carried Over	\$2,278,265	\$3,797,018	\$3,979,458	\$2,328,548	\$1,223,756	\$391,950

Note: Values are not inflation adjusted

### Trend:

- ◆ The percent of building development expenditures supported by current year fee revenue exceeded 100 percent from 2001 through 2005. In 2006, only 87 percent of expenditures were supported by current fee revenue.

### Comments:

- ◆ The above table shows the amount of revenue in excess of total direct and indirect expenditures for each year that was carried over for Building Development funding needs in the following year. Also, as shown in the table below, a portion of revenue in excess of expenditures was placed in the revenue stabilization fund and the BUILD initiative reserve. In 2006, expenditures in excess of current fee revenue were supported by funds withdrawn from the revenue stabilization fund. (Note: The stabilization fund and BUILD reserve require Board of County Supervisors' authorization to budget and appropriate funds.)

	2001	2002	2003	2004	2005	2006
Reserve Balance Start of Year	\$167,492	\$167,492	\$1,160,801	\$1,807,894	\$1,068,454	\$2,061,358
Plus: Additions to Reserve	\$0	\$993,309	\$647,093	\$63,097	\$1,215,862	\$130,141
Less: Uses of Reserve	\$0	\$0	\$0	(\$802,537)	(\$222,958)	(\$1,245,187)
Reserve Balance End of Year	\$167,492	\$1,160,801	\$1,807,894	\$1,068,454	\$2,061,358	\$946,312

- ◆ Major uses of the \$3.8 million carryover from FY 2002 to FY 2003 include: contracting for four plan reviewers to facilitate the reduction of plan review time; funds for replacement of the Permit Plan system; funds set aside for the revenue stabilization

fund, funding of the E-Permits project to enable customers to obtain permits online; and relocation of the Inspections Branch.

- ◆ The approved \$2.3M FY2004 carryover package included funding for: Walk-through TLO plan review program; replacement of the Permit Plan system; the 'PWC: Open for Business' video production; contract plan reviewers; and a digital customer routing/queuing system for the Phase III development services building.

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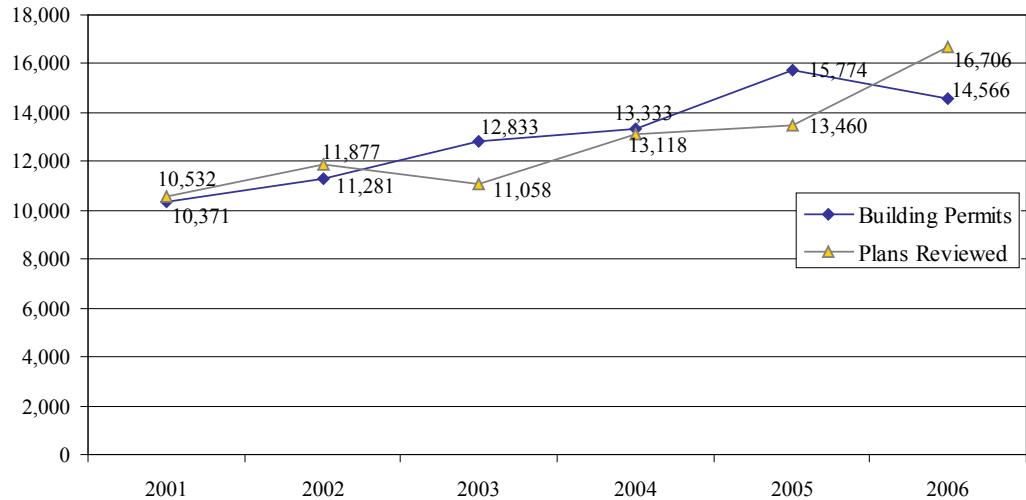
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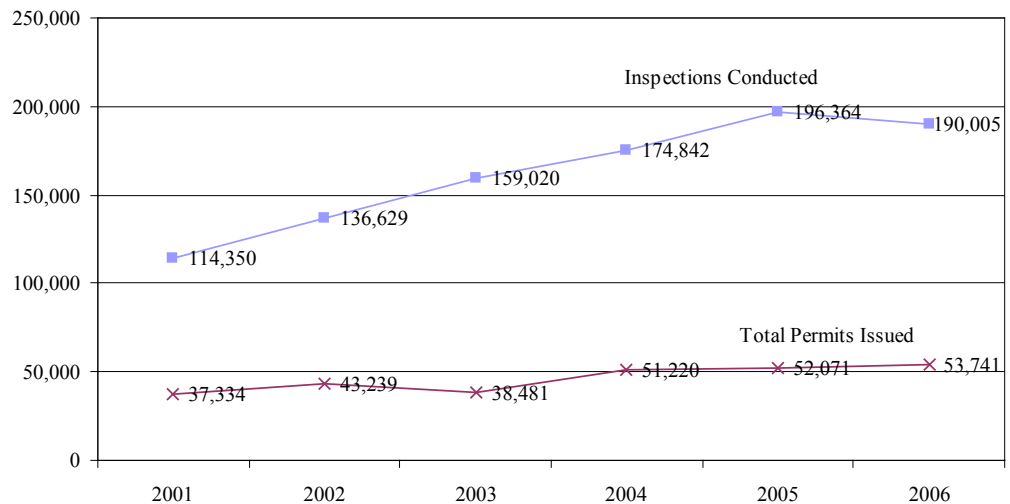
## Trends in Key Outputs

**Purpose:** To provide information on changes in key building development outputs. These key outputs include building permits, inspections conducted, total plans reviewed, and total permits issued. Total permits issued include building, electrical, mechanical, plumbing, and limited repair. Occupancy permits are excluded because of differences in how jurisdictions count them.

**Trends In Key Building Development Outputs  
Fiscal Year 2001 To Fiscal Year 2006**



**Trends In Key Building Development Outputs  
Fiscal Year 2001 To Fiscal Year 2006**



### Trend:

- ◆ All key Building Development outputs increased substantially from 2001 through 2005. In 2006 both building permits issued and inspections conducted declined from 2005 as the housing market cooled. In 2006, the number of plans reviewed continued to rise and total permits issued rose slightly from 2005.

**Comments:**

- ◆ The increase in activity is driven by the construction of larger and more complex buildings, both commercial and residential.
- ◆ The following table summarizes outputs by year:

	Total Building Permits Issued	Inspections Conducted	Total Plans Reviewed	Total Permits Issued
2001	10,371	114,350	10,532	37,334
2002	11,281	136,629	11,877	43,239
2003	12,833	159,020	11,058	38,481
2004	13,333	174,842	13,118	51,220
2005	15,774	196,364	13,460	52,071
2006	14,566	190,005	16,706	53,741

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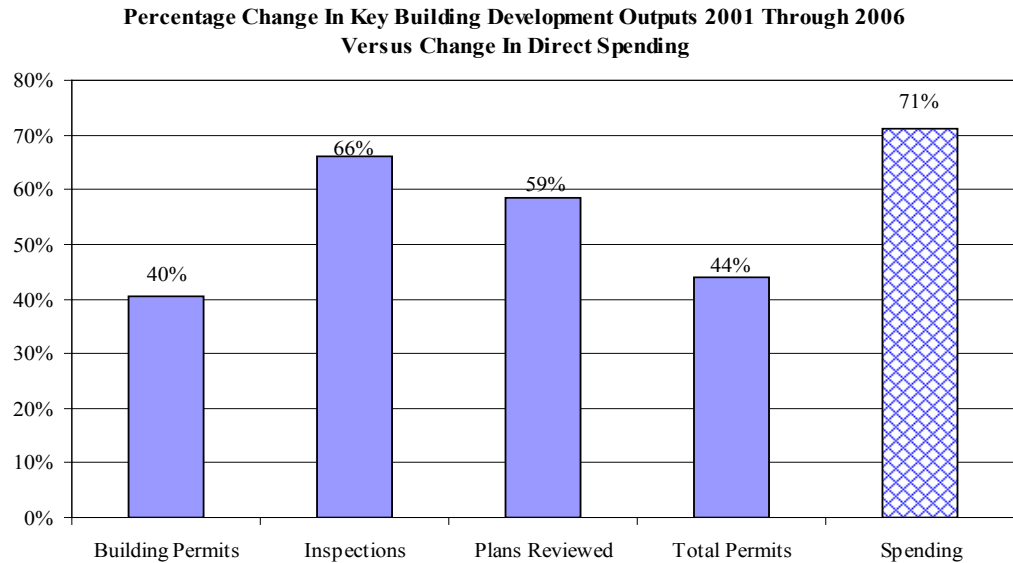
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## Percentage Change In Key Outputs Versus Spending

**Purpose:** To compare the percentage change in key Building Development outputs between 2001 and 2006 with the percentage change in spending (direct expenditures).



### Change between 2001 and 2006:

- ◆ Between 2001 and 2006 building development spending grew faster than the growth in key building development outputs.

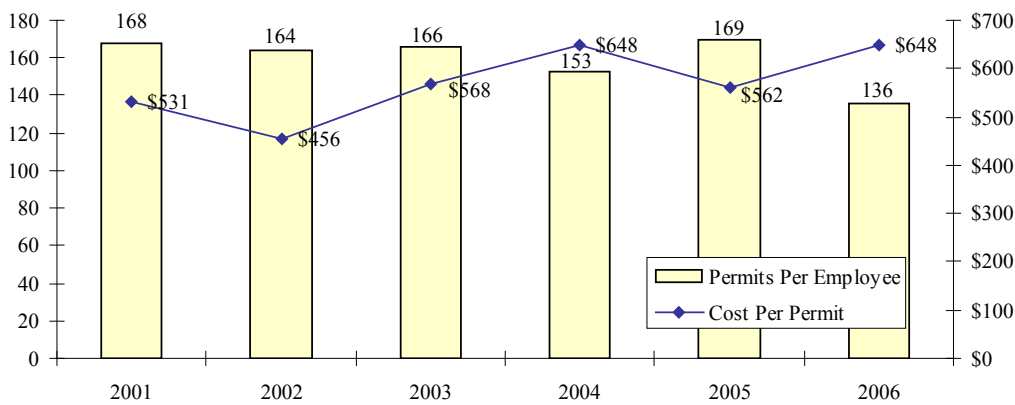
### Comments:

- ◆ Building Development has invested a significant amount of its excess revenue and human capital in the planning and implementation of a number of information technology improvements, to include eServices, InspecTrack, Q-matic, and BUILD. In addition, the Division has dedicated resources to its video public education program, more proactive building code enforcement, and implementation of the Occupancy Evaluation program.

## Building Permits Issued Per Authorized Employee and Average Cost per Building Permit Issued

**Purpose:** To provide an indicator of changes in Building Development workload. Building permits issued per authorized employee is computed by dividing total building permits issued by the total number of authorized employees per the adopted budget. Cost per building permit issued is computed by dividing actual Building Development direct expenditures, adjusted for inflation, by the number of building permits issued. This measure uses total building permits issued as a rough gauge of overall changes in Building Development workload. To the extent changes in building permits are not reflective of changes in complexity of plans reviewed, inspections, etc. or reflective of percentage changes in other key outputs, additional contextual information is necessary to get a complete understanding of workload differences.

**Building Permits Issued Per Authorized Employee and Average Building Development Program Cost Per Building Permit Issued**



	2001	2002	2003	2004	2005	2006
Number of Building Permits Issued	10,371	11,281	12,833	13,333	15,774	14,566
Total Building Development Staffing	61.74	68.77	77.24	87.24	93.24	107.18
Direct Expenditures	\$5,510,852	\$5,142,554	\$7,292,335	\$8,643,496	\$8,866,995	\$9,435,418

### Trend:

- ◆ Cost per building permit issued, adjusted for inflation, increased 22 percent from 2001 to 2006.
- ◆ The number of building permits issued per authorized position in 2006 was down 19 percent compared to 2001.

### Comments:

- ◆ The Board of County Supervisors has supported adding resources to improve customer service.

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## Average Cost Per Building Permit Issued By Comparison Jurisdiction

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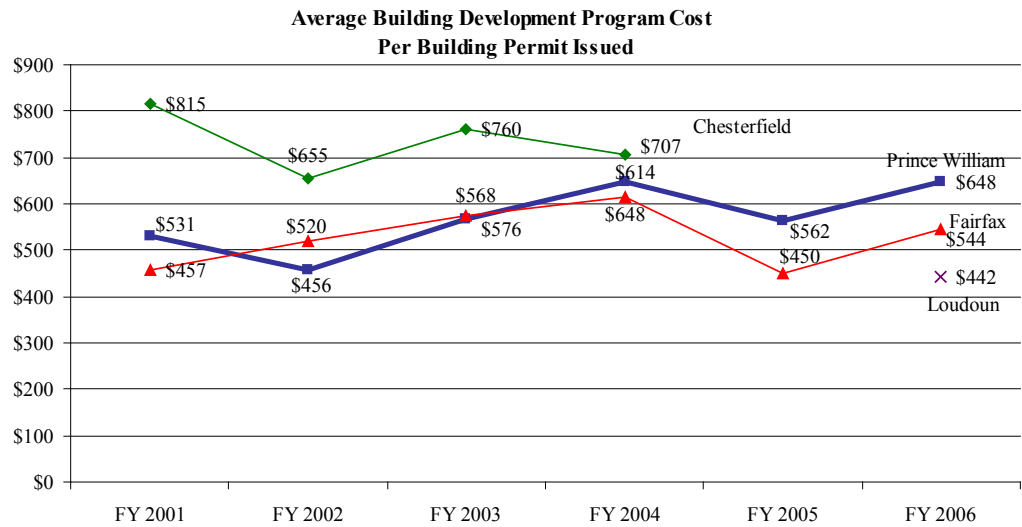
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	Fairfax	Prince William	Chesterfield	Loudoun
<b>FY 2005</b>				
Building Permits Issued	27,834	15,774	Not Available	Not Available
Direct Expenditures	\$12,513,537	\$8,866,995	Not Available	Not Available
<b>FY 2006</b>				
Building Permits Issued	23,278	14,566	Not Available	23,269
Direct Expenditures	\$12,671,846	\$9,435,418	Not Available	\$10,276,243

### Compared to Other Jurisdictions:

- ◆ In FY 2006, Prince William's cost per building permit issued was greater than Fairfax and Loudoun's cost per building permit issued. In 2004, the most recent year comparison data is available for Chesterfield, Prince William had a lower cost per building permit issued than Chesterfield.

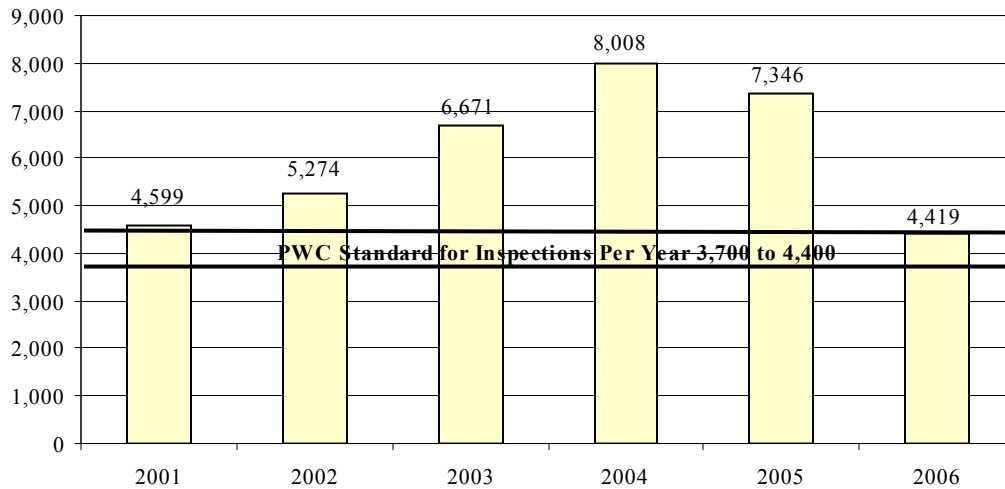
### Comments:

- ◆ Since the other jurisdictions do not report indirect costs, the Prince William County cost per permit only reflects direct expenditures per permit.

## Annual Inspections Per Authorized Inspector

**Purpose:** To provide an indicator of changes in inspector workload. The measure is computed by dividing the number of inspections conducted during the year (by County inspections staff) by the number of authorized inspectors per the adopted budget. This measure does not include temporary employees or contractors.

Annual Inspections Per Authorized Inspector  
Fiscal Year 2001 To 2006



	2001	2002	2003	2004	2005	2006
Total Inspections	115,058	147,674	206,803	264,278	286,480	190,005
Number of Inspectors	25	28	31	33	39	43

### Trend:

- ◆ After rising from 2001 through 2004, the number of inspections per inspector declined in 2005 and again in 2006. The number of inspections per inspector decreased 4 percent between 2001 and 2006. The 2006 number of inspections per inspector is at the upper limit of the Prince William County standard.

### Comments:

- ◆ The quality of inspections is measured by supervisors sampling inspection work and rating the work on a scale of 1 to 5 with 5 being the best performance. The quality control rating has remained high throughout the six year period.

	2001	2002	2003	2004	2005	2006
Quality Control Rating	4.60	4.00	4.57	4.47	4.24	4.50

- ◆ Beginning in 1997, approximately 0.25 FTE's of supervisors' time was devoted to conducting inspections. This is not included in the number of inspectors used to compute the above chart.
- ◆ The Insurance Services Office (ISO) recommends 2,613 inspections per inspector per year (10 inspections per inspector per day). Prince William County has instituted a Residential Combination Inspection Program that has a higher efficiency than that

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assumed by ISO. Additionally, the Mtrack Inspection system has increased efficiency. Therefore, the Prince William County Standard is 3,700 to 4,400 inspections per inspector per year (15.4 to 18.3 inspections per day).

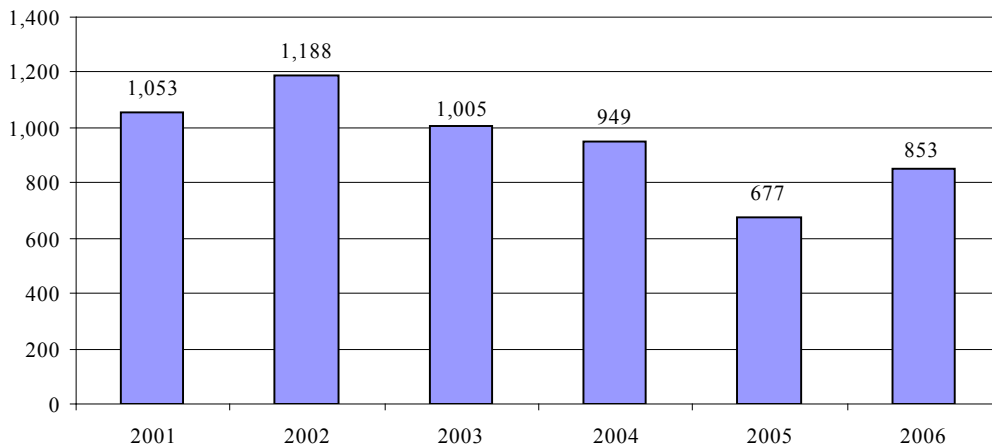
- ◆ Automation in the field has enabled building inspectors to complete building inspections faster.



## Annual Plans Reviewed Per Authorized Reviewer

**Purpose:** To provide an indicator of changes in plan review workload. The measure is computed by dividing the number of plans reviewed during the year by the number of authorized plan reviewers. This measure does not include temporary employees or contractors.

**Annual Plans Reviewed Per Authorized Reviewer  
Fiscal Year 2001 To Fiscal Year 2006**



	2001	2002	2003	2004	2005	2006
Plans Reviewed	10,532	11,877	11,058	13,118	13,460	16,706
Staff Plan Reviewers	10.00	10.00	11.00	12.00	16.00	16.00
Outside Contract Reviewer	0.00	0.00	0.00	1.82	3.87	3.59

### Trend:

- ◆ The number of plans reviewed per plan reviewer ranged between a low of 677 in 2005 to a high of 1,188 in 2002. The number of plans reviewed per plan reviewer was one percent lower in 2006 than in 2001.

### Comments:

- ◆ In FY 1996 Building Development stopped plan review for basements and sign installations. As a result, the plans reviewed today are more complex on average.
- ◆ Beginning in June 2003, a consulting firm was hired to supplement county staff in providing plan review services.

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Residential Permits

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Change in Key Outputs  
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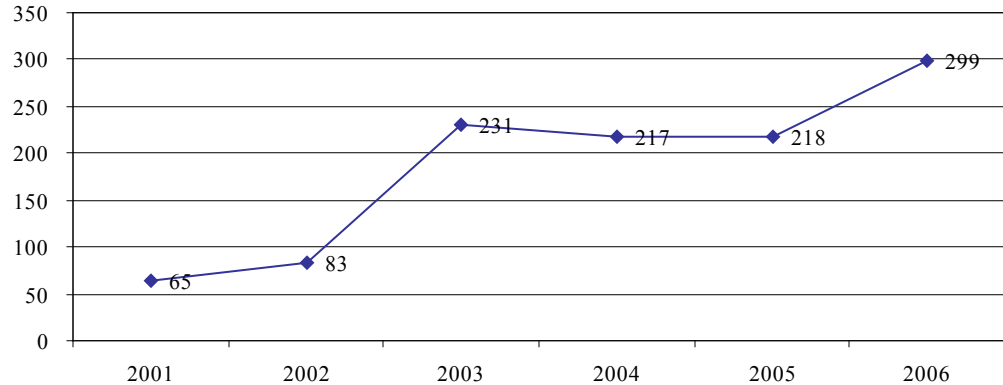
Plan Review Timeliness  
Inspection Timeliness



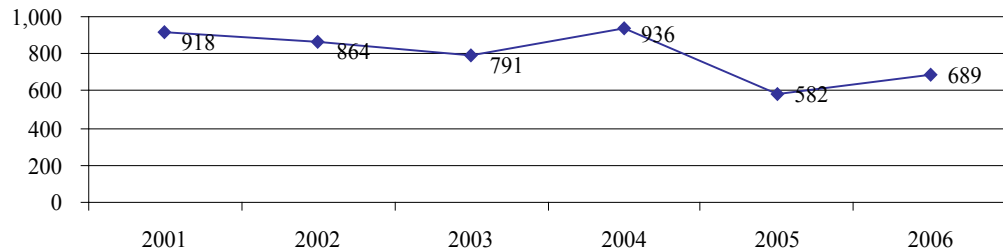
## Nonresidential New Building Permits and Alteration/ Addition Building Permits Issued

**Purpose:** To provide information on changes in the number of new non-residential building permits and nonresidential alteration/addition building permits. Nonresidential buildings tend to be much more complex than residential structures and therefore represent a significantly greater workload per unit than residential structures.

**Nonresidential New Building Permits Issued  
Fiscal Year 2001 To Fiscal Year 2006**



**Nonresidential Alteration / Addition Building Permits Issued  
Fiscal Year 2001 To Fiscal Year 2006**



### Trend:

- ◆ The number of non-residential new building permits increased 360 percent between 2001 and 2006.
- ◆ Between 2001 and 2005 nonresidential alteration/addition building permits issued declined from 918 to 582 and then turned upward in 2006 to 689. Nonresidential alteration / addition building permits issued in 2006 are down 25 percent from 2001.

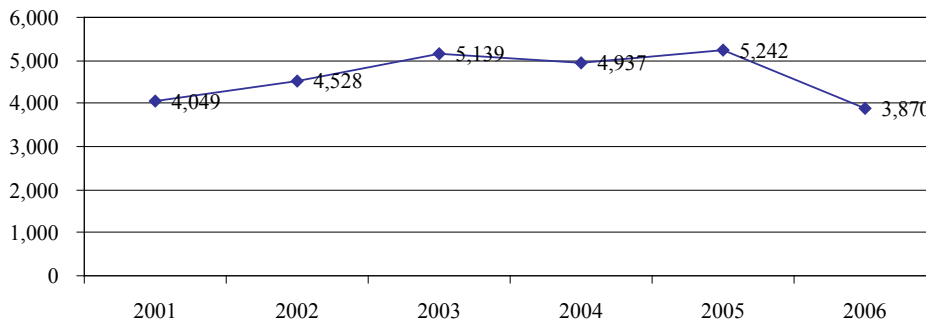
### Comments:

- ◆ The complexity of projects represented by non-residential building permits can range widely. For example a small convenience store would be counted the same as a large office building.
- ◆ The number of non-residential alteration building permits has been adjusted from the previous SEA Reports to remove Pad Permits. Pad Permits included residential construction

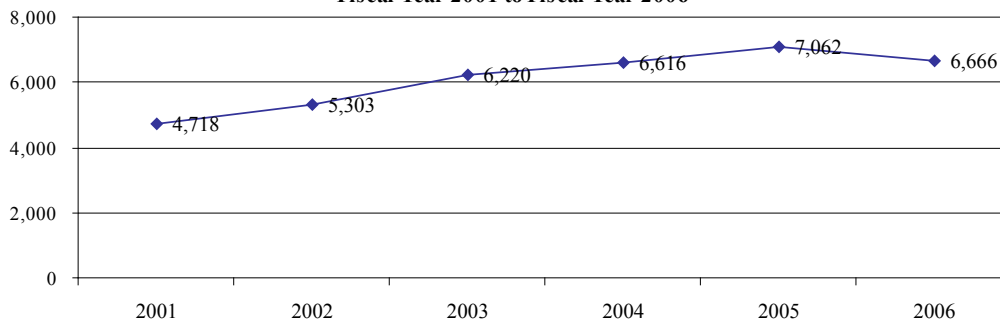
## Residential New Building Permits and Alteration / Addition Building Permits Issued

**Purpose:** To provide information on changes in the number of residential new building permits and alteration / addition building permits issued.

**Residential New Building Permits Issued  
Fiscal Year 2001 To Fiscal Year 2006**



**Residential Alteration / Addition Building Permits Issued  
Fiscal Year 2001 to Fiscal Year 2006**



**Trend:**

- ◆ The number of residential new building permits increased from 2001 through 2005 and then declined sharply in 2006. 2006 residential new building permits are down 26 percent from 2005 and 4 percent from 2001.
- ◆ The number of residential alteration / addition building permits increased steadily from 2001 through 2005 before declining in 2006. 2006 residential alteration / addition building issued are down 6 percent from 2005 but up 41 percent from 2001.

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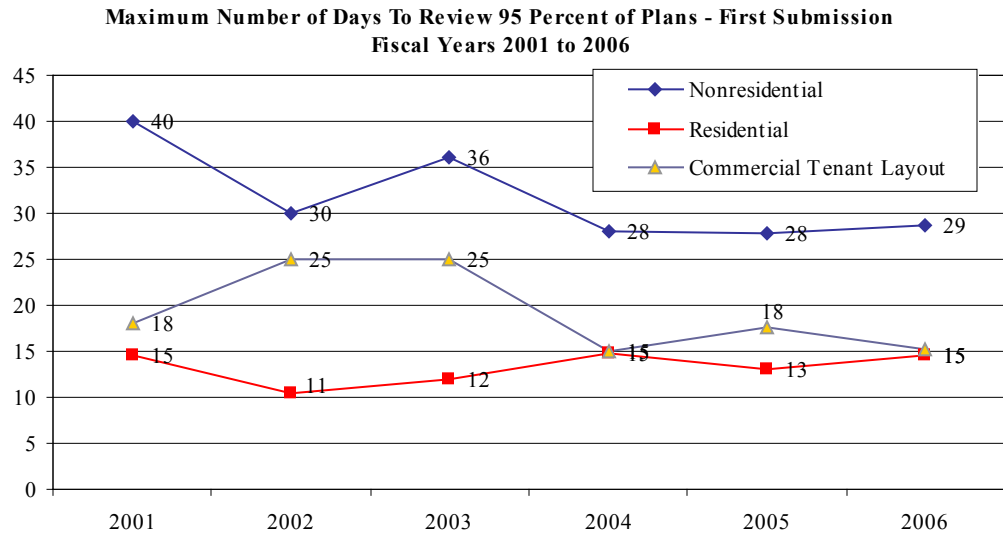
### RESULTS

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## Maximum Number of Days to Review 95 Percent of Plans

**Purpose:** To provide information on the timeliness of plan reviews broken down by non-residential, residential and commercial tenant layout plans. Days represent work days (not calendar days).



### Trend:

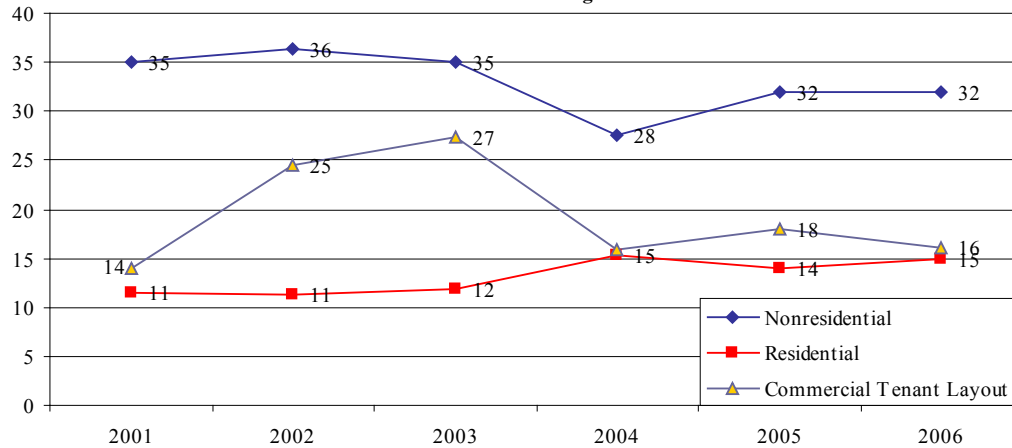
- ◆ In 2006 the maximum time to review 95 percent of non-residential building plans and commercial tenant layout plans was down 28 percent and 16 percent respectively from 2001. In 2006, the maximum number of days to review 95 percent of residential plans was about the same as in 2001.

### Comments:

- ◆ Beginning in June 2003, a consulting firm was hired to supplement county staff in providing plan review services.
- ◆ Another way of evaluating the timeliness of plan reviews is to look at average plan review time. The following chart provides average plan review times for FY 2001 through FY 2006.

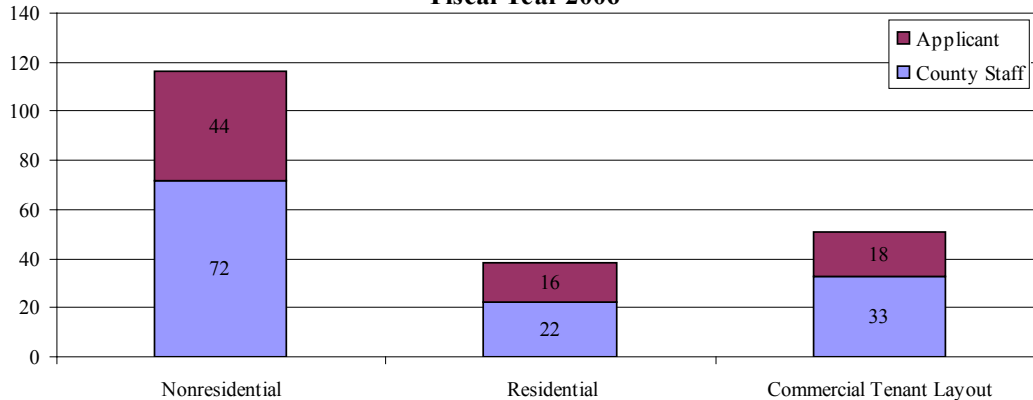


Average Plan Review Time - First Submission  
Fiscal Years 2001 Through 2006



- ◆ In addition to plan review time by county staff on first plan submissions, review of plans also involves county staff time reviewing resubmissions of plans and time by applicant staff preparing plan resubmissions. The following table provides total county staff time reviewing plan submissions (including resubmissions) plus applicant staff.

Average Plan Review Time, in Calendar Days, to Permit Approval  
Fiscal Year 2006



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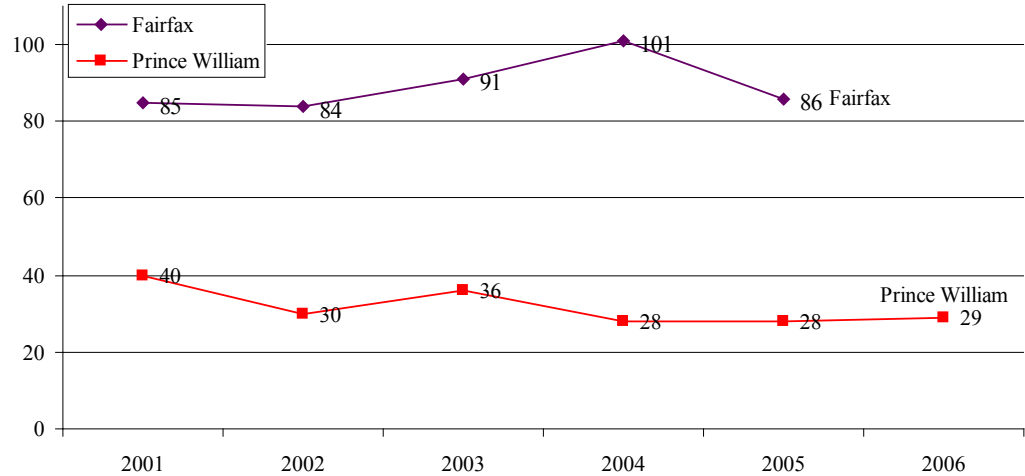
#### Plan Review Timeliness

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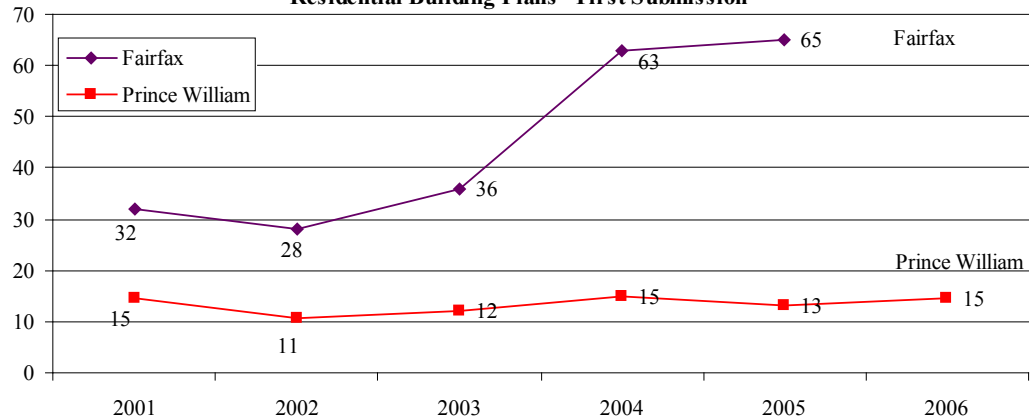


## Maximum Number of Days to Review 95 Percent of Nonresidential and Residential Building Plans By Comparison Jurisdiction

Maximum Number of Days to Review 95 Percent of Nonresidential Building Plans - First Submission



Maximum Number of Days to Review 95 Percent of Residential Building Plans - First Submission



### Compared to Other Jurisdictions:

- ◆ In 2005, the last year we have comparison data for Fairfax, Prince William took less time than Fairfax to review non-residential and residential building plans. Fairfax did not provide information for this measure for FY 2006. Also, this data was not available for Loudoun.

### Comments:

- ◆ The following table shows average plan review times for Fairfax, Loudoun, and Prince William.

	Average Plan Review Times			
	Fiscal Year 2005		Fiscal Year 2006	
	Nonresidential	Residential	Nonresidential	Residential
Fairfax	42	38	Not Available	Not Available
Loudoun	Not Available	Not Available	14	14
Prince William	32	14	32	15

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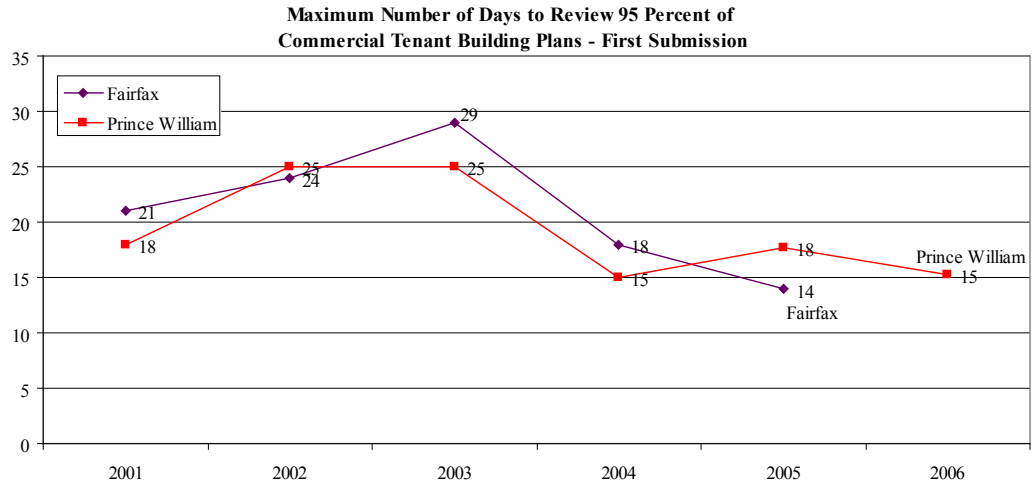
Key Outputs  
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**Maximum Number of Days to Review 95 Percent of Commercial Tenant Building Plans By Comparison Jurisdiction**



**Compared to Other Jurisdictions:**

- ◆ In FY 2005, the last year we have comparison data for Fairfax, Prince William took more time to review commercial tenant building plans. Fairfax did not provide information for this measure for FY 2006. Also, this data was not available for Loudoun.
- ◆ The following table shows average plan review times for Fairfax, Loudoun, and Prince William.

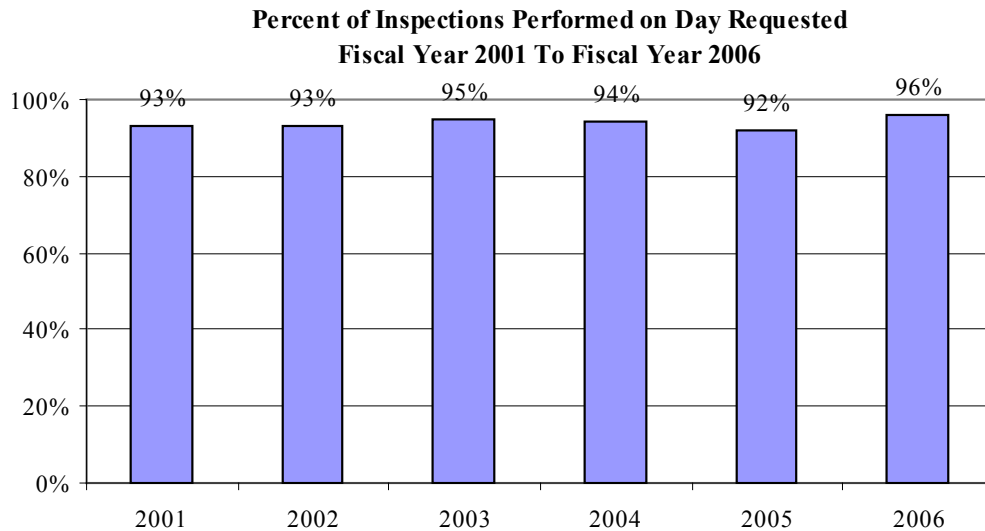
Average Commercial Tenant Layout Plan Review Times - Calendar Days

	2005	2006
Fairfax	6	Not Available
Loudoun	Not Available	14
Prince William	18	16



## Percent of Inspections Performed On Day Requested

**Purpose:** To provide information on the timeliness of inspections. This measure includes building, electrical, mechanical, plumbing, gas and fuel storage tanks.



**Trend:**

- ◆ Since 2001 between 92 and 96 percent of inspections have been performed on the day requested.

**Comments:**

- ◆ After 1996, four supervisors who previously did not conduct inspections, devoted part of their time to performing inspections.
- ◆ During FY 2003 and FY 2004 there were two temporary part-time inspectors.

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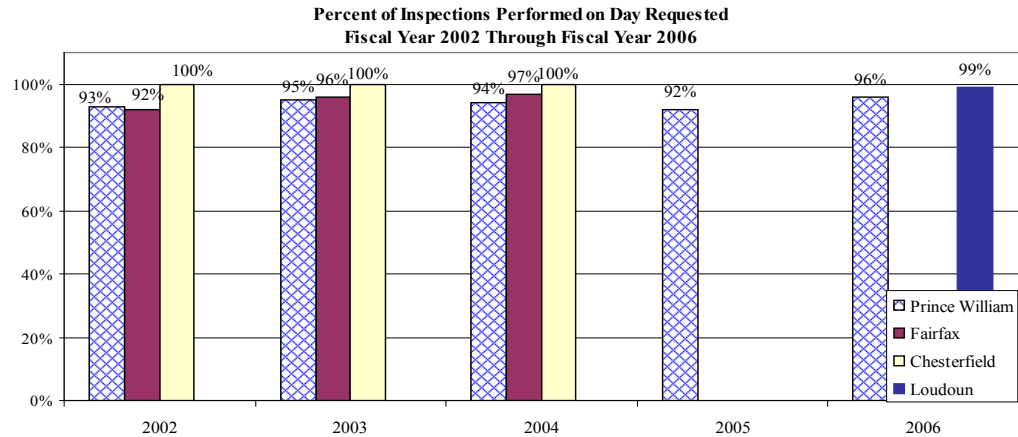
### RESULTS

Plan Review Timeliness

 **Inspection Timeliness**



## Percent of Inspections Performed On Day Requested



### Compared to Other Jurisdictions:

- ◆ All of the comparison jurisdictions report over 90 percent of inspections performed on the day requested.

### Comments:

- ◆ Fairfax County reported the percent of inspections performed on the day requested broken down by residential and nonresidential inspections. The figures reported by Fairfax for 2001 through 2006 are presented in the following table:

	Fairfax County					
	2001	2002	2003	2004	2005	2006
Nonresidential Inspections	99.5%	100.0%	100.0%	100.0%	99%	98%
Residential Inspections	92.7%	91.0%	95.0%	96.0%	94%	93%

- ◆ 2002 through 2005 data were not available for Loudoun County and Chesterfield data were not available for 2005 and 2006.