

**FUND: General Fund**  
**DEPARTMENT: Planning and Inspections**

**Description and Responsibilities**

The Planning and Inspections Department is responsible for promoting the health, safety, and welfare of property owners and the general public through long-range and strategic planning, issuance of zoning and building permits, inspections, and code enforcement.

The Director of Planning and Inspections is responsible for review and analysis of sign permits, site plans, and conditional use permits, including the coordination of input from other Town departments. The Director is extensively involved in the review and revision of the Town's land use controls (Comprehensive Plan, Land Use Code, subdivision and sign regulations, etc.), as well as code enforcement, and updates and maintains the Town's Geographic Information System (GIS) mapping database.

The Zoning Support Specialist acts as Secretary to the Planning Board and Board of Adjustment, and provides additional support in regard to the processing of zoning and sign permits and code enforcement.

The Building Inspector's responsibilities include the administration and enforcement of the NC State Building Code, including general construction, plumbing, gas, electric, accessibility, mechanical, and minimum housing codes.

The Planning and Inspections Department provides administrative assistance for the Planning Board and Board of Adjustment. This department also administers the federal flood damage protection regulations in association with the NFIP (National Flood Insurance Program).

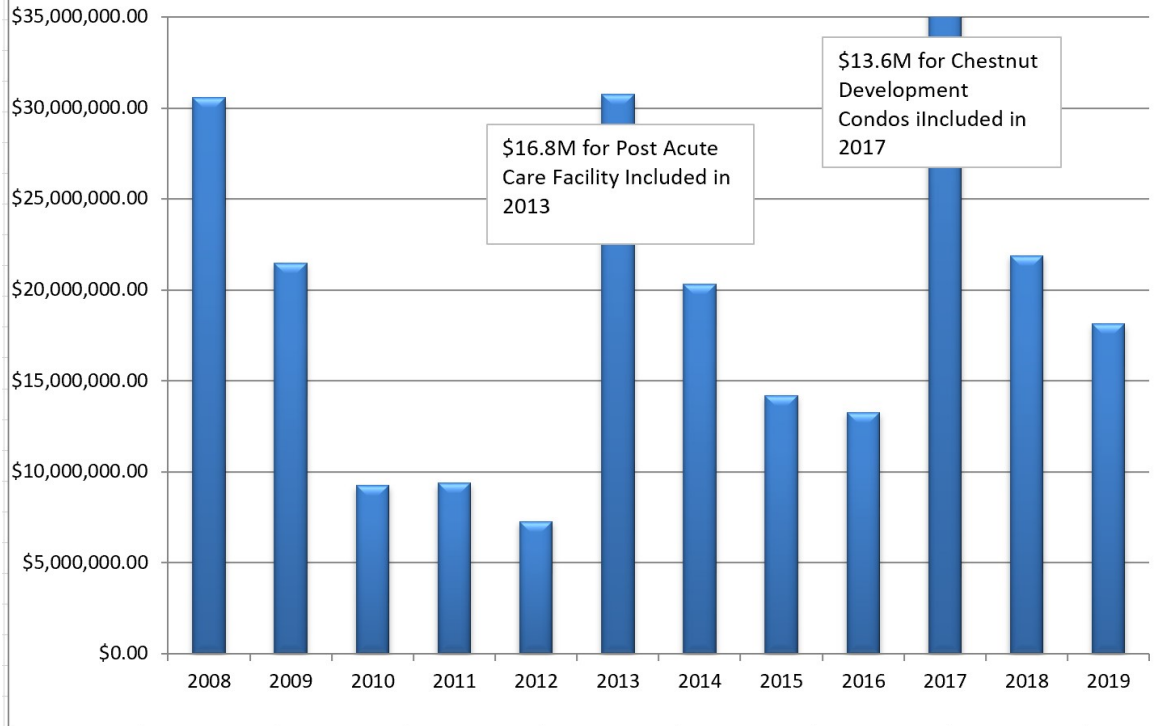
**Staffing and Schedules**

The Planning and Inspections Department currently has three (3) full-time positions: the Director, the Building Inspector, and the Zoning Support Specialist. All three (3) employees work a standard 40-hour workweek, plus any required night meetings. In addition, the department utilizes planning internships during the year.

**Measures of Activity**

Although the value of new construction, the number of permits, and the number of related inspections conducted by the department are not a total measurement of the entire activity of the department, they are indicative of the level of construction activity. The chart on the next page reflects one of those measures, the total value of new construction, and shows how that value has changed over the last 10 years.

### Town of Blowing Rock Value of New Construction By Calendar Year



### Construction Activity Comparison

	2015	2016	2017	2018	2019
<b>Building Permit Applications</b>	298	292	203	336	355
<b>New Homes</b>	3	7	18	8	7
<b>Home Addition/Renovatio</b>	214	170	161	175	229
<b>Multi-family</b>	0	1	7	3	1
<b>New Commercial Applications</b>	5	1	1	2	1
<b>Commercial Additions/Renovatio</b>	79	73	62	81	66
<b>Zoning Permit Applications</b>	68	69	66	74	75
<b>Conditional Use Permit Applications</b>	4	4	1	1	4
<b>Total Construction Value</b>	\$ 14,209,352	\$ 13,269,851	\$ 39,515,725	\$ 21,885,107	\$ 18,130,407

**GENERAL FUND EXPENDITURES**  
**DESCRIPTION: PLANNING AND INSPECTIONS**  
**CODE: 10-40-4350**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
002	Salaries	162,995	166,200	173,658	173,184
004	Intern/Part-time Salaries	4,114	5,000	4,000	-
	Part-time FICA Expense	-	383	306	-
005	FICA Expense	11,840	12,714	11,722	13,249
006	Group Insurance	17,934	20,500	22,825	21,000
007	401K	8,022	8,310	8,683	8,659
008	Retirement	22,212	23,002	26,518	28,852
	<b>Personnel Subtotal</b>	<b>227,116</b>	<b>236,109</b>	<b>247,712</b>	<b>244,944</b>
011	Telephone	1,123	700	1,000	1,500
012	Printing	453	500	500	500
014	Employee Development	3,230	6,500	4,800	7,500
017	Maintenance/Repair-Veh.	1,199	1,500	1,200	1,200
031	Gasoline	930	1,000	1,100	1,500
033	Materials and Supplies	1,784	4,000	4,500	4,500
040	Contracted Services	14,135	14,000	30,000	15,000 *
050	Homeowners Recovery Fund	873	750	1,000	1,000
057	Miscellaneous	541	500	500	500
355	Building Permit Refunds	-	-	-	-
356	Zoning Permit Refunds	-	-	-	-
400	Ordinance Enforcement/Dem.	-	-	-	-
	<b>Operating &amp; Maint. Subtotal</b>	<b>24,268</b>	<b>29,450</b>	<b>44,600</b>	<b>33,200</b>
500	Capital Outlay	-	30,000	-	-
900	Debt Service	-	-	8,244	8,244
<b>TOTAL EXPENDITURES</b>		<b>251,384</b>	<b>295,559</b>	<b>300,556</b>	<b>286,388</b>

\* **Contracted Services:**  
 \$ 5,000 Downtown & Valley Blvd. Visioning & Implementation Assesment  
 \$ 6,000 Engineering Plan Reviews (\$500/mo = \$6,000/year)  
 \$ 4,000 Plan review and special consulting  
\$ 15,000 Subtotal Contracted Services