

**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 Enforcement Officer handles zoning permits, sign permits, floodplain administration and is involved with more of the routine code enforcement working in close coordination with the Building Inspector.

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 special use, zoning, sign, and building permit applications.

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).

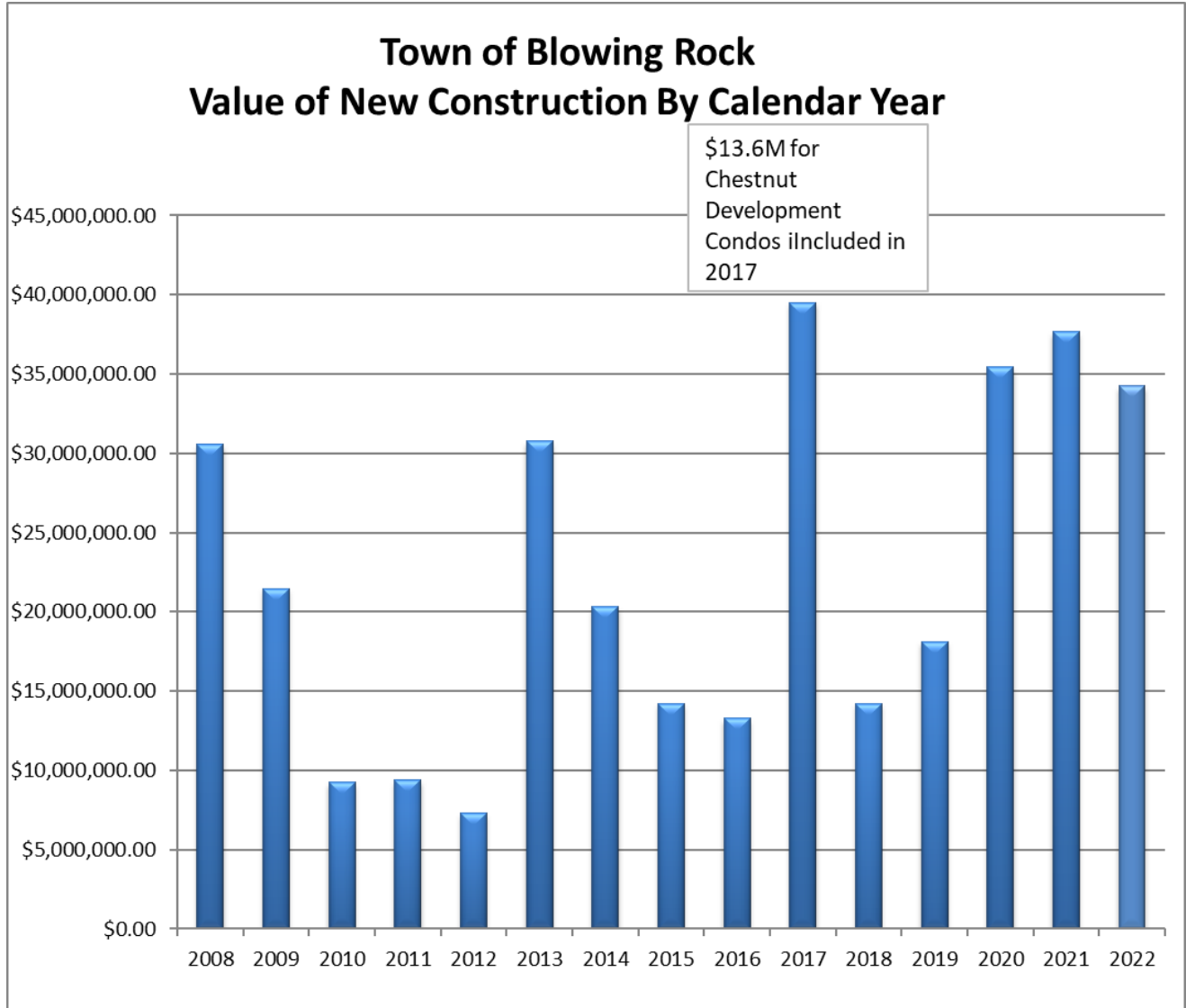
**Staffing and Schedules**

The Planning and Inspections Department currently has four (4) full-time positions: the Director, the Building Inspector, the Zoning Enforcement Officer, and the Zoning Support Specialist. All four (4) employees work a standard 40-hour workweek, plus any required night meetings. In addition, the department occasionally 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.

## Construction Activity Comparison



	2018	2019	2020	2021	2022
Building Permit Applications	336	355	324	404	340
New Homes	8	7	11	16	15
Home Addition/Renovation	176	229	193	250	217
New Multi-family	3	1	0	0	0
New Commercial Applications	2	1	2	0	3
Commercial Additions/Renovations	81	67	53	72	60
Zoning Permit Applications	74	75	59	74	76
<b>Total Construction Value</b>	<b>\$14,209,352</b>	<b>\$18,130,407</b>	<b>\$35,440,774</b>	<b>\$37,668,544</b>	<b>\$34,251,985</b>

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

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>	<b>2021-22 Adopted</b>	<b>2022-23 Adopted</b>	<b>2023-24 Adopted</b>
002	Salaries	166,200	173,184	268,661	268,661	290,089
004	Intern/Part-time Salaries	5,000	-	-	-	-
	Part-time FICA Expense	383	-	-	-	-
005	FICA Expense	12,714	13,249	20,553	20,553	22,192
006	Group Insurance	20,500	21,000	23,692	23,692	32,796
007	401K	8,310	8,659	13,433	13,433	14,504
008	Retirement	23,002	28,852	48,547	48,547	48,880
	<b>Personnel Subtotal</b>	<b>236,109</b>	<b>244,944</b>	<b>374,885</b>	<b>374,885</b>	<b>408,461</b>
011	Telephone	956	1,500	1,500	1,500	1,500
012	Printing	307	500	500	500	500
014	Employee Development	2,790	7,500	7,000	8,000	9,000
017	Maintenance/Repair-Veh.	3,244	1,200	1,200	1,200	1,200
031	Gasoline	1,579	1,500	1,000	2,000	2,500
033	Materials and Supplies	919	4,500	3,500	6,500	6,500 **
040	Contracted Services	10,111	15,000	15,000	15,000	10,000 *
050	Homeowners Recovery Fund	756	1,000	1,000	1,000	1,000
057	Miscellaneous	233	500	600	750	750
355	Building Permit Refunds	-	-	-	-	-
356	Zoning Permit Refunds	-	-	-	-	-
400	Ordinance Enforcement/Dem.	17,160	-	-	-	-
	<b>Operating &amp; Maint. Subtotal</b>	<b>38,055</b>	<b>33,200</b>	<b>31,300</b>	<b>36,450</b>	<b>32,950</b>
500	Capital Outlay	26,898	-	3,000	-	35,000
900	Debt Service	-	8,244	8,244	8,246	8,246
	<b>TOTAL EXPENDITURES</b>	<b>301,063</b>	<b>286,388</b>	<b>417,429</b>	<b>419,581</b>	<b>484,657</b>
<b>* Contracted Services:</b>				<b>2023-24 Capita Outlay:</b>		
	\$ 6,000 Engineering Plan Reviews (\$500/mo = \$6,000/year)			\$	35,000	Used Ford Explorer
	\$ 4,000 Plan review and special consulting					
	<u>\$ 10,000</u> Subtotal Contracted Services					
<b>** Includes:</b>						
	Office Furniture & Code Books					