

Building Inspection

Agency Overview

Agency Mission

The mission of Building Inspection is to ensure the wellbeing of people through ensuring the safety of property. The agency seeks to maintain public trust and confidence by improving the construction and maintenance of structures and property, administering codes and ordinances, continually improving codes, procedures, and regulations, providing information to its customers, and providing high quality services.

Agency Overview

The Agency is responsible for inspection, zoning and code enforcement, and consumer protection. The goal of Building Inspection is to ensure services are efficiently delivered and accessible to residents. Building Inspection will advance this goal by reviewing and updating Madison General Ordinances, proactively completing field observations of blighted areas, maximizing capacity by utilizing inspectors for less traditional roles, and standardizing processes.

Budget Service Changes

As part of the 2025 budget process, all agencies evaluated the budget service structure and had the opportunity to propose updates to services. Building Inspection's 2025 budget service structure has been changed from the 2024 adopted budget. Since there were changes to services, the budget does not show a full history at the service level. The budget does show a full history at the agency level by fund and by major expenditure category.

The 2024 Adopted Budget included the following services:

- Consumer Protection
- Health and Welfare
- Inspection
- Systematic Code Enforcement
- Zoning and Signs

The 2025 Adopted Budget has been updated to the following services:

- Building Permits & Inspections
- Home & Property
- Weights & Measures
- Zoning and Signs

2025 Budget Highlights

Agency-wide Changes

- Includes \$50,000 in new revenues related to three application/permit fees: Tourist/Rooming House applications (increase from \$100 to \$300), first Certificates of Occupancy (increase from \$10 to \$50), and sign permit applications (base application fee of \$25). The increased revenue is reflected in General Fund revenues rather than agency revenues but are related to services performed by the Division.

Service: Building Permits & Inspections

- New service in 2025 budget. Service was renamed from Inspection.
- Budget maintains current activity levels.

Service: Home & Property

- New service in 2025 budget. Service consolidates Health and Welfare and Systematic Code Enforcement services.
- Budget maintains current activity levels.

Service: Weights & Measures

- New service in 2025 budget. Service was renamed from Consumer Protection.
- Budget maintains current activity levels.

Service: Zoning and Signs

- No change from prior year.
- Budget maintains current activity levels.

Building InspectionFunction: **Planning and Development***Budget Overview*

Agency Budget by Fund

Fund	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
General	4,948,032	5,630,509	5,448,036	5,840,168	5,896,003	5,896,003
Total	\$ 4,948,032	\$ 5,630,509	\$ 5,448,036	\$ 5,840,168	\$ 5,896,003	\$ 5,896,003

Agency Budget by Service

Service	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Building Permits & Inspections	<i>Service history not shown due to Results Madison</i>			2,831,808	2,857,819	2,857,819
Home & Property	<i>service restructure. Services listed here will take effect</i>			1,738,650	1,758,576	1,758,576
Weights & Measures	<i>January 1, 2025.</i>			296,572	298,199	298,199
Zoning And Signs				973,138	981,409	981,409
Total	\$ 4,948,032	\$ 5,630,509	\$ 5,448,036	\$ 5,840,168	\$ 5,896,003	\$ 5,896,003

Agency Budget by Major-Revenue

Major Revenue	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Charges For Services	(60,766)	(46,000)	(45,200)	(46,000)	(46,000)	(46,000)
Licenses And Permits	(9,339)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer In	-	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Total	\$ (70,105)	\$ (62,000)	\$ (61,200)	\$ (62,000)	\$ (62,000)	\$ (62,000)

Agency Budget by Major-Expense

Major Expense	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Salaries	3,436,098	3,855,084	3,736,195	4,024,590	4,024,590	4,024,590
Benefits	1,112,683	1,249,578	1,223,159	1,280,168	1,336,292	1,336,292
Supplies	49,253	71,273	43,988	71,273	71,273	71,273
Purchased Services	213,394	203,385	192,705	203,385	203,385	203,385
Inter Depart Charges	206,708	313,190	313,190	322,751	322,463	322,463
Total	\$ 5,018,136	\$ 5,692,509	\$ 5,509,236	\$ 5,902,168	\$ 5,958,003	\$ 5,958,003

Building Inspection

Function:

Planning and Development

*Service Overview***Service:** Building Permits & Inspections*Service Description*

This service ensures compliance with Madison's building and mechanical system ordinances by reviewing and inspecting construction projects, contractor licensing, permit records, preoccupancy inspections, and underground utilities. The process ensures buildings are constructed according to all applicable codes (zoning, building, plumbing, heating, and electrical) and the building is safe to occupy when the project is completed. This service also ensures copies of all building floor and elevation plans are attached to the building archives and provides access to plans for external customers, including home and building owners, builders, and realtors.

Activities Performed by this Service

- Plan Review and Approval: Review proposed construction projects for compliance with building code and issue permits for work to be completed.
- Building, Electrical, Plumbing, and HVAC Component Inspection: Inspect permitted work to verify construction is in accordance with the approved plans and conforms to applicable codes.
- Contractor Training: Provide contractors the ability to obtain continuing education credits required for maintaining state issued licenses and create a forum for educating individuals about developing industry practices.
- Complaint and Public Inquiry Response: Investigate and answer public questions regarding applicable code and construction practices.

Service Budget by Fund

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
General				2,831,808	2,857,819	2,857,819
Other-Expenditures				-	-	-
Total				\$ 2,831,808	\$ 2,857,819	\$ 2,857,819

Service Budget by Account Type

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Revenue				(60,000)	(60,000)	(60,000)
Personnel				2,676,201	2,702,212	2,702,212
Non-Personnel				137,552	137,552	137,552
Agency Charges				78,055	78,055	78,055
Total				\$ 2,831,808	\$ 2,857,819	\$ 2,857,819

Building Inspection

Function:

Planning and Development

*Service Overview***Service:** Home & Property*Service Description*

This service inspects commercial and residential properties and provides routine building services, ensuring properties and buildings are in compliance with the City's Minimum Housing and Property Maintenance Codes. This service is also responsible for heating problems, water leakage corrections, infestation/eradication, repair of broken railings, windows, and doors, and dozens of other problems associated with keeping the City's housing stock habitable and in good condition. This service addresses community standards in regard to property maintenance, to ensure a pleasant and safe setting for City residents and visitors. Responsibilities include enforcement and education efforts regarding sidewalk snow removal, trash, junk, and debris removal, tall grass and weed mitigation, and graffiti removal. This service provides property maintenance inspections for all buildings, including owner-occupied residential properties, rental residential properties, and commercial properties. The goal of this service is to preserve public health, safety, and general welfare of all residents, to help maintain property values by eliminating blighting influences and to enhance the public and private benefits resulting from safe and sanitary maintenance of properties.

Activities Performed by this Service

- **Snow Enforcement:** Inspect and issue tickets for violations of the snow removal ordinance, MGO 10.28. Coordinate snow and ice removal when the violation persists, resulting in the billing of the property owner.
- **Tall Grass and Weeds Enforcement:** Inspect and issue an official notice for violations of tall grass and noxious weeds ordinances, MGOs 27.05 (2)(f) and 23.29. Coordinate grass cutting on vacant properties when the violation persists, resulting in the billing of the property owner.
- **Erosion Control Enforcement:** Ensure compliance with MGO Chapter 37 and SPS 321.125 to prevent disturbed soils from leaving a construction site.
- **Junk, Trash, and Debris Enforcement:** Inspect and issue an official notice for violations of junk, trash, and debris ordinance, MGO 27.05 (2)(c). Continue with enforcement actions until the violation is corrected.
- **Miscellaneous:** Enforce vision clearance issues, tree concerns, graffiti, inoperable cars, and the abatement of public nuisances. Respond to complaints from residents and referrals from the Mayor's office, Alders, and other agencies regarding inspection and enforcement of the violations listed above; answer questions regarding violations and ordinance enforcement.
- **Tenant Complaint Response:** Inspect and issue official notice after verifying violations in tenant's apartment. Follow-up after due date to ensure compliance. Process rent abatement documents when appropriate.
- **General Building Condition Complaint Response:** Inspect and issue official notice after verifying violations. Follow-up after due date to ensure compliance.
- **Systematic Inspection:** Perform systematic inspections in a specified blighted area approved by Common Council in compliance with state requirements. Issue official notices when appropriate and follow-up to ensure compliance.
- **Community Team and Committee Staffing:** Serve as members and leaders on various teams including Neighborhood Resource Teams.

Service Budget by Fund

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
General				1,738,650	1,758,576	1,758,576
Other-Expenditures				-	-	-
Total				\$ 1,738,650	\$ 1,758,576	\$ 1,758,576

Service Budget by Account Type

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Revenue				(2,000)	(2,000)	(2,000)
Personnel				1,501,480	1,521,406	1,521,406
Non-Personnel				106,384	106,384	106,384
Agency Charges				132,786	132,786	132,786
Total				\$ 1,738,650	\$ 1,758,576	\$ 1,758,576

Building Inspection

Function:

Planning and Development

*Service Overview***Service:** Weights & Measures*Service Description*

This service is responsible for inspecting packaging, weighing, and measuring devices in gas stations, grocery stores, pharmacies, bakeries, taxis, fuel trucks, etc. The goal of this service is to complete full inspection and licensure of every business and commerce operation under the City's authority in order to ensure Madison consumers receive the correct amount of product for which they pay.

Activities Performed by this Service

- **Scanner Inspection:** Annual review of scanners at the point of sale throughout Madison to ensure products are billed at the advertised price and totals calculated represent the correct amount.
- **Gas Pump Inspection:** Annual review of gas pumps throughout Madison to ensure pumps are delivering correct quantity of fuel and operating in a proper and secure manner.
- **Weighing Scale Inspection:** Annual review of scales for trade throughout Madison to ensure products weighed for sale are functioning correctly and within appropriate tolerance to be used for trade.
- **Packaging Inspection:** Continual review of packaging methods throughout establishments in Madison verifying store packaged products on site conform to the appropriate labeling and distribution standards.
- **Miscellaneous:** Respond to consumer complaints regarding products purchased and method of sale business operations. Interact with state and federal bodies to ensure uniformity in code regulation and enforcement.

Service Budget by Fund

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
General				296,572	298,199	298,199
Other-Expenditures				-	-	-
Total				\$ 296,572	\$ 298,199	\$ 298,199

Service Budget by Account Type

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Revenue				-	-	-
Personnel				242,521	244,436	244,436
Non-Personnel				8,162	8,162	8,162
Agency Charges				45,889	45,601	45,601
Total				\$ 296,572	\$ 298,199	\$ 298,199

Building Inspection

Function:

Planning and Development

*Service Overview***Service:** Zoning And Signs*Service Description*

This service reviews and regulates Madison's Zoning and Sign Control ordinances. The goal of the service is to provide timely resolution of land use issues for developers, property owners and the general public. This service provides approvals, inspections, investigation, and maintenance of records, zoning changes, and street sign ordinance administration. The service provides review and approvals prior to issuance of a permit as well as post-construction inspection services to ensure the project was completed in accordance with the approvals.

Activities Performed by this Service

- **Zoning Code Review for Proposed Projects:** Serve as intake point for Plan Commission and Zoning Board of Appeals requests. Review minor alteration requests for zoning compliance and process director approvals. Review commercial and residential building permit requests along with minor improvements not requiring permits but requiring zoning compliance.
- **Citywide Site Plan Review Management:** Intake requests, copies, and digital plans for site plan review and process fees. Coordinate plan distribution and approval to other City agencies.
- **Zoning and Sign Complaint Response:** Investigate complaints, prepare and send notices of violation. Facilitate the process to resolve violations, including re-inspection, citations, and legal intervention when necessary.
- **Sign Application Review:** Intake and process sign permit requests and review for compliance with sign code. Collect fees, issue permits, and inspect for installation compliance.
- **Requests for Information Response, Records Research, and Zoning Letters:** Records research for open records and similar requests, prepare zoning letters, process requests, and collect fees.

Service Budget by Fund

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
General				973,138	981,409	981,409
Other-Expenditures				-	-	-
Total				\$ 973,138	\$ 981,409	\$ 981,409

Service Budget by Account Type

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Revenue				-	-	-
Personnel				884,557	892,828	892,828
Non-Personnel				22,560	22,560	22,560
Agency Charges				66,021	66,021	66,021
Total				\$ 973,138	\$ 981,409	\$ 981,409

Building Inspection

Function: **Planning and Development**

Line Item Detail

Agency Primary Fund: General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Charges For Services						
Miscellaneous Chrgs For Servic	(59,666)	(44,000)	(44,000)	(44,000)	(44,000)	(44,000)
Graffiti Removal	(1,100)	(2,000)	(1,200)	(2,000)	(2,000)	(2,000)
Charges For Services Total	\$ (60,766)	\$ (46,000)	\$ (45,200)	\$ (46,000)	\$ (46,000)	\$ (46,000)
Licenses And Permits						
Other Permits	(9,339)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Licenses And Permits Total	\$ (9,339)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)
Transfer In						
Transfer In From CDBG	-	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In Total	\$ -	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Salaries						
Permanent Wages	3,363,645	3,876,312	3,666,559	4,040,838	4,040,838	4,040,838
Salary Savings	-	(19,195)	-	(20,204)	(20,204)	(20,204)
Pending Personnel	-	592	-	7,996	7,996	7,996
Premium Pay	2,077	16,796	2,122	17,300	17,300	17,300
Compensated Absence	25,706	30,000	30,000	30,900	30,900	30,900
Overtime Wages Permanent	42,946	6,555	36,643	6,752	6,752	6,752
Election Officials Wages	1,725	-	870	-	-	-
Budget Efficiencies	-	(55,976)	-	(58,992)	(58,992)	(58,992)
Salaries Total	\$ 3,436,098	\$ 3,855,084	\$ 3,736,195	\$ 4,024,590	\$ 4,024,590	\$ 4,024,590
Benefits						
Health Insurance Benefit	576,323	644,290	638,590	644,290	699,401	699,401
Wage Insurance Benefit	15,533	15,450	15,437	14,906	14,906	14,906
WRS	234,161	267,466	256,318	278,817	280,837	280,837
FICA Medicare Benefits	251,912	285,879	271,782	298,660	297,652	297,652
Post Employment Health Plans	34,755	36,493	41,033	43,495	43,495	43,495
Benefits Total	\$ 1,112,683	\$ 1,249,578	\$ 1,223,159	\$ 1,280,168	\$ 1,336,292	\$ 1,336,292
Supplies						
Office Supplies	8,184	13,363	8,132	13,363	13,363	13,363
Copy Printing Supplies	13,117	13,960	8,410	13,960	13,960	13,960
Furniture	-	2,500	-	2,500	2,500	2,500
Hardware Supplies	532	4,500	761	4,500	4,500	4,500
Postage	18,262	20,000	10,855	20,000	20,000	20,000
Books & Subscriptions	751	1,450	1,000	1,450	1,450	1,450
Work Supplies	-	3,500	4,956	3,500	3,500	3,500
Safety Supplies	462	2,000	335	2,000	2,000	2,000
Inventory	7,946	10,000	9,539	10,000	10,000	10,000
Supplies Total	\$ 49,253	\$ 71,273	\$ 43,988	\$ 71,273	\$ 71,273	\$ 71,273

Building Inspection

Function: **Planning and Development**

Line Item Detail

Agency Primary Fund: General

	2023 Actual	2024 Adopted	2024 Projected	2025 Request	2025 Executive	2025 Adopted
Purchased Services						
Telephone	1,355	3,856	1,110	3,856	3,856	3,856
Cellular Telephone	11,155	7,362	13,996	7,362	7,362	7,362
Graffiti Removal	6,676	6,500	6,452	6,500	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400	3,400
Equipment Mntc	1,455	-	-	-	-	-
System & Software Mntc	2,031	7,183	124	7,183	7,183	7,183
Recruitment	63	-	17	-	-	-
Mileage	124,336	128,860	112,062	128,860	128,860	128,860
Conferences & Training	3,603	6,750	6,978	6,750	6,750	6,750
Memberships	1,830	1,200	4,148	1,200	1,200	1,200
Legal Services	13,510	6,500	19,309	6,500	6,500	6,500
Storage Services	4,407	1,500	3,483	1,500	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221	1,221
Advertising Services	1,915	7,808	1,202	7,808	7,808	7,808
Interpreters Signing Services	-	500	-	500	500	500
Other Services & Expenses	41,059	19,795	23,823	19,795	19,795	19,795
Permits & Licenses	-	950	-	950	950	950
Purchased Services Total	\$ 213,394	\$ 203,385	\$ 192,705	\$ 203,385	\$ 203,385	\$ 203,385
Inter Depart Charges						
ID Charge From Engineering	113,620	113,620	113,620	124,982	124,982	124,982
ID Charge From Fleet Services	5,328	9,199	9,199	8,368	8,080	8,080
ID Charge From Traffic Eng	2,016	2,216	2,216	2,216	2,216	2,216
ID Charge From Insurance	61,311	161,380	161,380	164,590	164,590	164,590
ID Charge From Workers Comp	24,433	26,775	26,775	22,595	22,595	22,595
Inter Depart Charges Total	\$ 206,708	\$ 313,190	\$ 313,190	\$ 322,751	\$ 322,463	\$ 322,463

Building Inspection

Function: **Planning and Development**

Position Summary

Classification	CG	2024 Budget Adopted		Request		2025 Budget Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	5.00	300,052	5.00	310,510	5.00	310,510	5.00	310,510
ADMIN SUPV-18	18	1.00	74,932	1.00	77,670	1.00	77,670	1.00	77,670
BLDG INSPECT DIV DIR-21	21	1.00	146,796	1.00	152,161	1.00	152,161	1.00	152,161
CODE ENFORCE OFF 3-16	16	12.00	1,028,391	12.00	1,081,332	12.00	1,081,332	12.00	1,081,332
CODE ENFORCE OFF 4-16	16	1.00	92,533	1.00	98,707	1.00	98,707	1.00	98,707
ELEC/HEAT INSPECTOR-16	16	4.00	354,596	4.00	370,482	4.00	370,482	4.00	370,482
HSG INSPECTION SUPV-18	18	1.00	115,373	1.00	119,589	1.00	119,589	1.00	119,589
INFORMATION CLERK-20	20	1.00	61,047	1.00	63,278	1.00	63,278	1.00	63,278
PLAN REV & INSP SUPV-18	18	1.00	132,539	1.00	137,382	1.00	137,382	1.00	137,382
PLAN REVIEW SPEC 2-16	16	1.00	68,416	1.00	79,524	1.00	79,524	1.00	79,524
PLAN REVIEW SPEC 3-16	16	1.00	99,719	1.00	103,363	1.00	103,363	1.00	103,363
PLAN REVIEW SPEC 4-16	16	1.00	84,614	1.00	98,707	1.00	98,707	1.00	98,707
PLUMB/HEAT INSPECTOR-16	16	3.00	282,988	3.00	293,327	3.00	293,327	3.00	293,327
PROPERTY CODE INSP 1-16	16	2.00	142,147	2.00	147,341	2.00	147,341	2.00	147,341
PROPERTY CODE INSP 3-16	16	1.00	74,266	1.00	76,981	1.00	76,981	1.00	76,981
WGTS MEASURES INSP 3-16	16	2.00	180,048	2.00	186,627	2.00	186,627	2.00	186,627
ZONING ADMIN ASST-16	16	2.00	194,049	2.00	201,139	2.00	201,139	2.00	201,139
ZONING ADMINISTRATOR-18	18	1.00	113,847	1.00	129,606	1.00	129,606	1.00	129,606
ZONING CODE OFF 2-16	16	4.00	329,959	4.00	313,114	4.00	313,114	4.00	313,114
		45.00	\$3,876,312	45.00	\$4,040,838	45.00	\$4,040,838	45.00	\$4,040,838

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.