



Building and Development

The Department of Building and Development oversees all phases of land development throughout the County, including the review and approval of subdivision plans, construction plans, site plans, building plans, the issuance of County building and grading permits, all construction-related inspections, and final occupancy inspections. The Department is responsible for managing construction sites through its Erosion and Sediment Control Program; public improvements through its Bonding Program and Infrastructure Compliance Team; and compliance with local, state, and federal regulations through its Natural Resources and Floodplain Teams. In addition to these duties, the Department is an active participant in assisting the County's economic development efforts to attract and retain commercial enterprises by counseling prospective businesses, both large and small, on the permitting process, through the Business Assistance Team (BAT).

Building and Development's Programs

Land Development Planning

Provides technical review, processing, approval, and management of land development applications related to the subdivision of property. Maintains County records on all land development applications, manages performance and erosion and sediment control bonds. Provides excellent customer service as the Department's first point of contact for the public.

Land Development Engineering

Provides detailed technical review, approval, and management of land development applications related to subdivision and road construction, as well as site plans to ensure conformance with all applicable ordinances, standards, and regulations. Inspects ongoing and completed construction for compliance with standards, reduction and release of performance bonds, and acceptance of streets into the state system for maintenance.

Natural Resources

Ensures compliance with applicable federal, state, and local regulations related to natural resources. Administers the County's Virginia Stormwater Management Program, including enforcement of erosion and sediment control and stormwater management regulations. The Division administers the Floodplain Management Program based on the current federal guidelines and Loudoun County Zoning Ordinance. Provides technical assistance and ensures Facilities Standards Manual requirements are met in the soils, geotechnical, geophysical, urban forestry, wetlands disciplines, as well as provides subject matter expertise regarding zoned sensitive areas such as, Mountainside Development Overlay District, Limestone Overlay District and Steep Slopes. Gathers groundwater data and monitors surface water data from other sources to assist with water resources related questions and studies.

Building Code Enforcement

Protects the public's health, safety, and welfare through enforcement of the structural, electrical, mechanical, plumbing, gas, and fire protection standards of the Virginia Uniform Statewide Building Code. Conducts code inspections and code compliance plans review.



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Permit Issuance

Coordinates and schedules inspections; issues building and trade permits for the entire County; and issues zoning permits for property located outside the incorporated towns; manages proffer collection; and provides leadership for the BAT.

Administration

Manages budget, technology, human resources, procurement, and payroll functions for the Department. Coordinates responses to Freedom of Information Act requests. Ensures the Department complies with regulations including the Fair Labor Standards Act, Family and Medical Leave Act, and Equal Employment Opportunity.

Budget Analysis

Department Financial and FTE Summary¹

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Expenditures					
Personnel	\$23,731,108	\$24,302,872	\$26,050,045	\$26,520,436	\$27,316,049
Operating and Maintenance	1,154,544	1,452,479	1,777,413	2,002,804	2,022,832
Total – Expenditures	\$24,885,652	\$25,755,351	\$27,827,458	\$28,523,240	\$29,338,881
Revenues					
Permits, Fees, and Licenses ²	\$20,072,777	\$21,567,586	\$21,842,088	\$21,914,625	\$21,914,625
Fines and Forfeitures	2,000	(2,000)	0	0	0
Charges for Services	42,531	13,676	28,500	13,500	13,500
Miscellaneous Revenue	216	275	0	0	0
Total – Revenues	\$20,117,525	\$21,579,536	\$21,870,588	\$21,928,125	\$21,928,125
Local Tax Funding	\$4,768,127	\$4,175,814	\$5,956,870	\$6,595,115	\$7,410,756
FTE	201.80	205.80	206.80	206.80	206.80

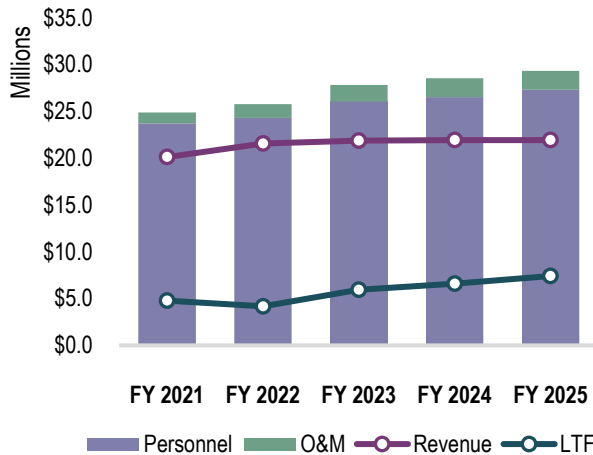
¹ Sums may not equal due to rounding.

² Building and Development receives a percentage of permit revenue based on the type of permit and the hours worked per application. In FY 2023 these percentages were updated to realign with the amended land development fee schedule and current work processes, resulting in a decrease in the percentage of permit revenue received.



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Revenue and Expenditure History



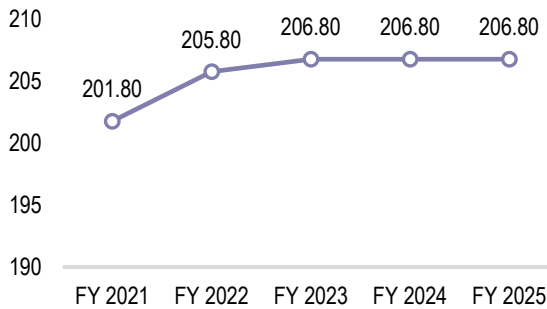
Revenue/Local Tax Funding

As shown, the Department of Building and Development is primarily funded (77 percent) by program-generated revenue. Program-generated revenue consists of permits, notably building permits, which had been leveling off in recent years, but increased in FY 2023.

Expenditure

The majority of the Department’s expenditure budget is dedicated to personnel costs (93 percent). Major drivers of personnel increases are additional staffing as outlined in the Staffing/FTE History section and a variety of market adjustments and/or merit/step increase for the general workforce in each fiscal year.

Staffing/FTE History



FY 2021: 2.00 FTE, technology support specialist, natural resource engineer

FY 2022: 1.00 FTE assistant erosion and sediment control program manager, 1.00 FTE commercial permitting information services technician, 2.00 FTE residential permitting information services technician

FY 2023: 1.00 FTE affordable housing ombudsman

The Department of Building and Development’s expenditures have increased primarily due to personnel costs. Personnel costs make up most of the Department’s expenditures – approximately 93 percent.

Personnel costs have grown with various merit increases and market adjustments approved each fiscal year.¹ Personnel costs have also increased due to additional staffing needs, as approved by the Board in previous fiscal years, along with approved annual compensation increases. In FY 2023, the Board approved 1.00 FTE a housing ombudsman in support of the Board’s Unmet Housing Needs Strategic Plan.

Operating and maintenance costs have increased due to adjustments to the internal service charges for vehicle replacement, based on an annual review of the funding required in the Vehicle Replacement Fund for the vehicle replacement plan. Additionally, the Department received a base adjustment for an increase in contractual services to maintain service levels.

Estimated revenues were prepared by the Department of Finance and Budget in consultation with staff from the Department Building and Development and Planning and Zoning using trends to forecast revenues based on the historical relationships between revenues and economic data such as employment, home prices, gross county product, forecasted construction levels, inflation and overall health of the economy. Building permits make up a substantial portion of the

¹ See summary of merit increases in Non-Departmental Expenditures section 6-2.



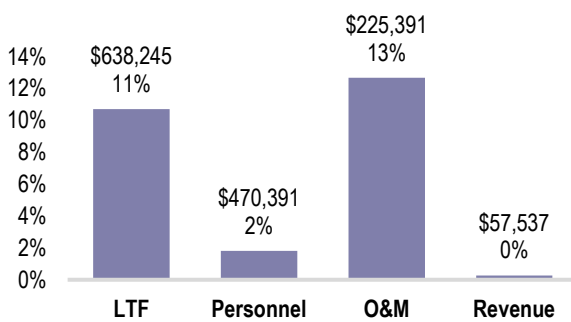
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Department’s revenues. Other major revenues for the Department include zoning permits, electrical permits, and erosion and sediment control permits which are expected to remain flat or experience a slight decrease.

The Department is expecting an overall slight increase in building permit revenue, even though the permit fee waiver was established in the Affordable Housing Land Development Application and Development Permit Fees as part of their Unmet Housing Needs Strategic Plan.¹ The Department is expecting land development application revenue and erosion control permit revenues to remain flat or experience a slight decrease.

While not included in the FY 2024 Proposed Budget, the Department has two resource requests, focusing on the thematic areas of internal support and support to capital investment, described in an increased option in the executive summary.

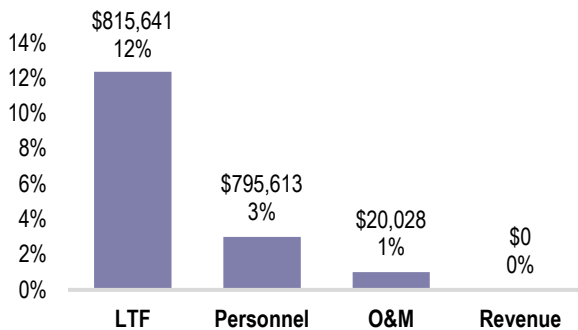
Percent Change from Adopted FY 2023 to Proposed FY 2024



Reasons for Change:

Personnel: ↑ general pay changes || **O&M:** ↑ base adjustment for contractual services || **Revenue:** ↑ general permit revenue/changes.

Percent Change from Proposed FY 2024 to Projected FY 2025



Reasons for Change:

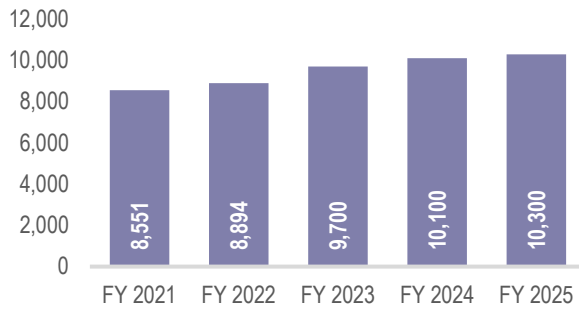
Personnel: ↑ 3 percent || **O&M:** ↑ 1 percent || **Revenue:** ↔

¹ [September 14, 2022, Board of Supervisors Public Hearing, Item 4, Ordinance to Establish a New Chapter of the Codified Ordinances of Loudoun County – Affordable Housing Land Development Application and Development Permit Fee Waiver Program](#)



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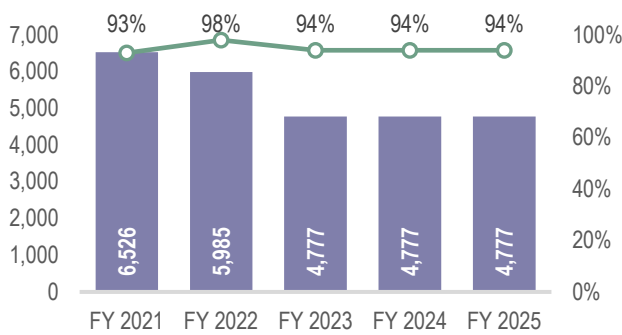
Key Measures



Objective: Act as administrative support in the areas of finance, budget, payroll, human resources, FOIA, procurement and special assignments for the Department.

Measure: Total hours spent by Financial FTE's on Administrative Support Tasks for the Division.

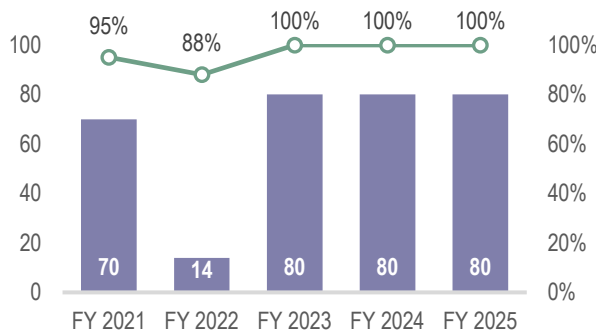
The number of hours spent by Financial FTE's performing administrative support tasks for the division continues and is expected to continue increasing.



Objective: Review and set up residential building permits (new construction) within five days of receipt, 90 percent of the time.

Measure: Number of residential building permits and the percent of residential permits reviewed and set up within five working days of receipt.

The number of residential building permits for new construction decreased throughout the pandemic and are expected to stabilize over the following years.



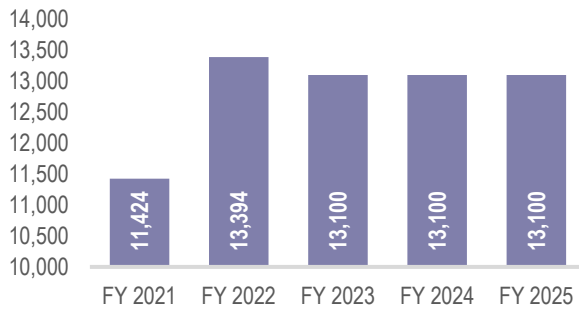
Objective: Review and set up expedited projects within five days of receipt, 90 percent of the time.

Measure: Number of expedited projects and the percent of expedited projects reviewed and set up within five days of receipt.

The number of expedited commercial projects is anticipated to stabilize over the following years, resulting in an increase in the number of projects being reviewed and set up within five days. Increased complexity of expedited projects has a direct impact on staff workload and project review timelines.



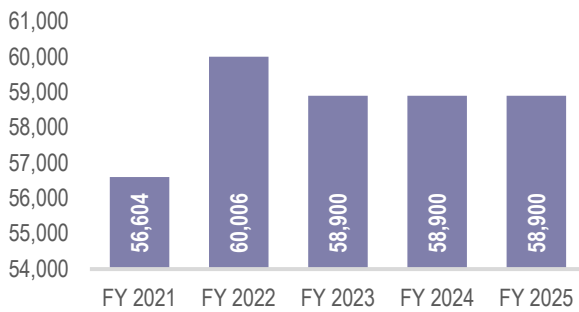
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Objective: Meet the Commonwealth’s guidelines for Erosion and Sediment Control permit inspections based on the mandated alternative inspection schedule

Measure: Number of erosion and sediment control inspections.

The number of erosion and sediment control inspections is expected to remain higher and FY 2021 and remain consistent.



Objective: Review and set up building, trade and zoning permits.

Measure: Number of building, trade, and zoning permits issued

The number of permits issued is expected to remain relatively steady.



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Department Programs

Department Financial and FTE Summary by Program¹

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Expenditures					
Land Development Planning	\$1,947,276	\$1,823,461	\$2,403,591	\$2,419,692	\$2,491,800
Land Development Engineering	3,142,611	3,232,754	3,830,766	4,027,189	4,138,547
Natural Resources	4,940,443	5,085,232	5,146,533	5,221,909	5,372,700
Building Code Enforcement	10,372,293	10,638,137	10,953,143	11,160,404	11,479,850
Permit Issuance	2,460,609	2,535,267	3,070,417	3,095,632	3,186,291
Administration	2,022,420	2,440,501	2,423,008	2,598,414	2,669,693
Total – Expenditures	\$24,885,652	\$25,755,351	\$27,827,458	\$28,523,240	\$29,338,881
Revenues					
Land Development Planning	\$1,182,365	\$976,578	\$1,133,815	\$1,020,491	\$1,020,491
Land Development Engineering	1,893,546	1,520,377	1,359,098	1,181,340	1,181,340
Natural Resources	1,743,208	1,388,106	2,968,688	2,249,321	2,249,321
Building Code Enforcement	11,096,693	13,015,341	11,938,708	12,809,661	12,809,661
Permit Issuance	4,192,038	4,667,654	4,461,779	4,658,812	4,658,812
Administration	9,674	11,481	8,500	8,500	8,500
Total – Revenues	\$20,117,525	\$21,579,536	\$21,870,588	\$ 21,928,125	\$21,928,125
Local Tax Funding					
Land Development Planning	\$764,911	\$846,883	\$1,269,776	\$1,399,201	\$1,471,309
Land Development Engineering	1,249,065	1,712,377	2,471,668	2,845,849	2,957,207
Natural Resources	3,197,235	3,697,126	2,177,845	2,972,588	3,123,379
Building Code Enforcement	(724,401)	(2,377,205)	(985,565)	(1,649,257)	(1,329,811)
Permit Issuance	(1,731,429)	(2,132,387)	(1,391,362)	(1,563,180)	(1,472,521)
Administration	2,012,746	2,429,020	2,414,508	2,589,914	2,661,193
Total – Local Tax Funding	\$4,768,127	\$4,175,814	\$5,956,870	\$6,595,115	\$7,410,756
FTE					
Land Development Planning	17.00	17.00	17.00	17.00	17.00
Land Development Engineering	22.00	22.00	22.00	22.00	22.00
Natural Resources	40.80	41.80	41.80	41.80	41.80
Building Code Enforcement	85.00	85.00	85.00	85.00	85.00
Permit Issuance	23.00	26.00	26.00	26.00	26.00
Administration	14.00	14.00	15.00	15.00	15.00
Total – FTE	201.80	205.80	206.80	206.80	206.80

¹ Sums may not equal due to rounding.