

## ***Part I – Agency Profile***

### **Agency Overview**

The Division of Building Safety is a self-governing agency which operates almost exclusively with dedicated funds generated by fees for licenses, permits, plan reviews, and apprentice/trainee registrations. The Division also receives general funds and public school income funds used to operate the Office of School Safety and Security. In addition, the Division generates fees and collects donations which are used to defray expenses related to the Damage Prevention Board, as well as the assessment of penalties used to support training and education offered by the Damage Prevention Program.

The Division oversees multiple programs with over 100 employees across the state. Eight programs—electrical; building; plumbing; public works contractor licensing; heating, ventilation, and air conditioning; factory built structures; damage prevention; and school safety and security—have board oversight. A small amount of federal funding is utilized to help defray the costs of serving as the State Administrative Agency for the HUD Manufactured Housing Program, and the Damage Prevention Board. The industrial safety, elevator safety, and logging safety programs provide safety and consultation services.

### **Core Functions/Idaho Code**

**Electrical Program:** Per Title 54, Chapter 10, the Electrical Program safeguards life and property for the citizens of Idaho from hazards arising from the use of electricity to ensure that all electrical installations within the State comply with the most current safety codes and electrical standards. The Electrical Program provides the public with trained and qualified electrical inspectors having the most up-to-date knowledge and skills necessary to minimize electrical fires, injuries, and loss of life.

**Building Program:** Per Title 39, Chapter 41, the Building Program administers numerous building code regulatory programs involving the construction of state facilities, schools, prefabricated structures, manufactured homes, rehabilitation of older manufactured homes, and manufactured home industry licensing, as well as providing various other contractual services to local jurisdictions. The Building Program performs plan reviews and inspections to determine compliance with adopted building, accessibility, mechanical, fuel gas, energy conservation, and HUD construction safety codes or standards.

**Plumbing Program:** Per Title 54, Chapter 26, the Plumbing Program provides for the health and safety of the citizens of Idaho in public and private buildings by ensuring that plumbing practices are in compliance with the Idaho State Plumbing Code and that the licensing requirements of Idaho Code and Administrative Rules have been met.

**Public Works Contractor Licensing Bureau:** Per Title 54, Chapter 19 and 45, the Public Works Contractors License Board licenses all contractors and construction managers performing public works construction.

**Heating, Ventilation, and Air Conditioning (HVAC) Program:** Per Title 54, Chapter 50, the HVAC Program provides for the regulation, licensing, testing, and education of installers of heating, ventilation and air conditioning systems to ensure proper installation and compliance with the most current adopted codes applicable to the HVAC industry.

**Elevator Safety:** Per Title 39, Chapter 86, the statewide elevator safety program is managed for the protection of the owners, employees, and the public.

**Industrial Safety Program:** Per Title 67, Chapter 23, the Industrial Safety Program inspects state and school district facilities in an effort to ensure safe working conditions and reduce occupational accidents and fatalities, thereby reducing the costs of worker's compensation insurance. The Industrial Safety Program administers to, and obtains voluntary compliance with, health and safety standards as it applies to public employee workplaces and, indirectly, to the public. Consultation services and training resources on occupational safety issues are also provided.

**Logging Safety Program:** Per Title 67, Chapter 26, the Logging Safety Program works to reduce the frequency and severity of accidents in the logging industry as well as reducing logging industry insurance rates.

**Factory Built Structures Program:** Per Title 39, Chapter 40; Title 39, Chapter 43; Title 44, Chapter 21; Title 44, Chapter 22; and Title 44, Chapter 25, the Factory Built Structures Program provides plan reviews and inspections of factory built homes and commercial structures constructed in Idaho plants.

The Idaho Office of School Safety and Security: Per Title 33, Chapter 58, the Idaho Office of School Safety and Security performs security assessments on a triannual basis at all public schools in the state of Idaho. The office offers recommendations to enhance security of educational institutions along with technical information and training to school personnel.

The Damage Prevention Program: Per Title 54, Chapter 10; Title 54, Chapter 19; Title 54, Chapter 26; Title 54, Chapter 50; Title 55, Chapter 22; and Title 67, Chapter 26, the Damage Prevention Program promotes a system of self-regulation and education that addresses the prevention of damage to underground facilities.

**Revenue and Expenditures**

| <b>Revenue</b>           | <b>FY 2016</b>      | <b>FY 2017</b>      | <b>FY 2018</b>      | <b>FY 2019</b>      |
|--------------------------|---------------------|---------------------|---------------------|---------------------|
| Div. Building Safety     | \$9,966,700         | \$13,095,200        | \$14,155,500        | \$14,201,700        |
| Federal Grant            | \$44,400            | \$131,300           | \$66,000            | \$84,700            |
| Misc. Revenue            | \$1,385,800         | \$1,112,600         | \$1,084,500         | \$1,119,900         |
| <b>Total</b>             | <b>\$11,396,900</b> | <b>\$14,339,100</b> | <b>\$15,306,000</b> | <b>\$15,406,300</b> |
| <b>Expenditures</b>      | <b>FY 2016</b>      | <b>FY 2017</b>      | <b>FY 2018</b>      | <b>FY 2019</b>      |
| Personnel Costs          | \$8,110,100         | \$9,439,600         | \$10,386,600        | \$10,626,900        |
| Operating Expenditures   | \$2,204,500         | \$2,052,000         | \$2,140,700         | \$2,226,300         |
| Capital Outlay           | \$361,100           | \$827,100           | \$752,300           | \$891,700           |
| Trustee/Benefit Payments | \$0                 | \$0                 | \$0                 | \$0                 |
| <b>Total</b>             | <b>\$10,675,700</b> | <b>\$12,318,700</b> | <b>\$13,279,600</b> | <b>\$13,744,900</b> |

**Profile of Cases Managed and/or Key Services Provided**

| <b>Cases Managed and/or Key Services Provided</b>                     | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> |
|---|----------------|----------------|----------------|----------------|
| Electrical Licenses Active  | 14,000         | 14,500         | 15,300         | 16,100         |
| Electrical Permits Issued   | 27,500         | 26,600         | 26,100         | 27,600         |
| Electrical Inspections Completed                                      | 49,100         | 53,800         | 52,400         | 57,600         |
| Building Plans Checked  | 3,000          | 2,400          | 3,400          | 800            |
| Manufactured Housing HUD Tags Issued                                  | 1,900          | 1,900          | 2,500          | 2800           |
| Plumbing Licenses Active  | 5,800          | 6,200          | 6,800          | 6,500          |
| Plumbing Permits Issued   | 13,200         | 14,300         | 16,900         | 17,200         |
| Plumbing Inspections Completed  | 24,100         | 27,700         | 33,500         | 33,900         |
| Public Works Contractor Licenses Active                               | 3,200          | 3,200          | 3,200          | 3,200          |
| HVAC Licenses Active  | 6,600          | 6,900          | 7,200          | 7,400          |
| HVAC Permits Issued   | 8,700          | 9,300          | 7,100          | 7,800          |
| HVAC Inspections Completed  | 18,500         | 22,000         | 14,900         | 17,100         |
| Public Building Safety Inspections Completed                          | 5,800          | 5,100          | 5,100          | 4,700          |
| Elevator Inspections  | 1,000          | 950            | 1,000          | 1,200          |
| Logging Operations Inspections  | 1,000          | 1,000          | 1,000          | 900            |
| Logging First-aid Class Attendees                                     | 2,100          | 2,150          | 2,200          | 2,200          |
| School Security Assessments   | 0              | 200            | 300            | 150            |
| School Security - Hours of Training and Consulting                    | 0              | 600            | 700            | 2000           |
| Damage Prevention Penalties Assessed                                  | 0              | 0              | 50             | 150            |
| Damage Prevention Education Participants                              | 0              | 0              | 600            | 1,200          |
| Damage Prevention Training Assessed to 1 <sup>st</sup> Time Violators | 0              | 0              | 300            | 200            |

**Licensing Freedom Act**

Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

|  | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|--|---------|---------|---------|---------|
| <b>ELECTRICAL BOARD</b>                                |         |         |         |         |
| Total Number of Licenses                               | -       | -       | -       | 16,119  |
| Number of New Applicants Denied Licensure              | -       | -       | -       | 114     |
| Number of Applicants Refused Renewal of a License *    | -       | -       | -       | 0       |
| Number of Complaints Against Licensees                 | -       | -       | -       | 8       |
| Number of Final Disciplinary Actions Against Licensees | -       | -       | -       | 0       |
| <b>FACTORY BUILT STRUCTURES BOARD</b>                  |         |         |         |         |
| Total Number of Licenses                               | -       | -       | -       | 154     |
| Number of New Applicants Denied Licensure              | -       | -       | -       | 0       |
| Number of Applicants Refused Renewal of a License *    | -       | -       | -       | 0       |
| Number of Complaints Against Licensees                 | -       | -       | -       | 0       |
| Number of Final Disciplinary Actions Against Licensees | -       | -       | -       | 0       |
| <b>HVAC BOARD</b>                                      |         |         |         |         |
| Total Number of Licenses                               | -       | -       | -       | 7,406   |
| Number of New Applicants Denied Licensure              | -       | -       | -       | 36      |
| Number of Applicants Refused Renewal of a License *    | -       | -       | -       | 0       |
| Number of Complaints Against Licensees                 | -       | -       | -       | 1       |
| Number of Final Disciplinary Actions Against Licensees | -       | -       | -       | 0       |
| <b>PLUMBING BOARD</b>                                  |         |         |         |         |
| Total Number of Licenses                               | -       | -       | -       | 6,542   |
| Number of New Applicants Denied Licensure              | -       | -       | -       | 38      |
| Number of Applicants Refused Renewal of a License *    | -       | -       | -       | 0       |
| Number of Complaints Against Licensees                 | -       | -       | -       | 22      |
| Number of Final Disciplinary Actions Against Licensees | -       | -       | -       | 0       |
| <b>PUBLIC WORKS CONTRACTORS LICENSE BOARD</b>          |         |         |         |         |
| Total Number of Licenses                               | -       | -       | -       | 3,244   |
| Number of New Applicants Denied Licensure              | -       | -       | -       | 10      |
| Number of Applicants Refused Renewal of a License *    | -       | -       | -       | 0       |
| Number of Complaints Against Licensees                 | -       | -       | -       | 0       |
| Number of Final Disciplinary Actions Against Licensees | -       | -       | -       | 0       |

**Red Tape Reduction Act**

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

|                        | As of July 1, 2019 |
|------------------------|--------------------|
| Number of Chapters     | 29                 |
| Number of Words        | 102,628            |
| Number of Restrictions | 1967               |

**Part II – Performance Measures**

| Performance Measure  |        | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|--|--------|---------|---------|---------|---------|---------|
| <b>Streamline licensing and permitting processes and provide timely customer service</b>                         |        |         |         |         |         |         |
| 1. Percentage of permits processed through online application  | actual | 75%     | 78%     | 81%     | 82%     | -----   |
|  | target | 75%     | 75%     | 75%     | 75%     | 75%     |
| 2. Percentage of inspection requests processed through online application  | actual | 73%     | 78%     | 82%     | 72%     | -----   |
|  | target | 80%     | 80%     | 80%     | 80%     | 80%     |
| <b>Maintain and enhance a digital records management program</b>   |        |         |         |         |         |         |
| 3. Percentage of building plans submitted electronically   | actual | 99%     | 99%     | 99%     | 99%     | -----   |
|  | target | 85%     | 85%     | 85%     | 85%     | 85%     |
| 4. Percentage of Plan Reviews completed within 10 working days   | actual | 95%     | 95%     | 99%     | 99%     | -----   |
|  | target | 75%     | 75%     | 75%     | 75%     | 75%     |
| <b>Seek and implement efficiencies, improvements, innovations, and standards in agency programs and services</b> |        |         |         |         |         |         |
| 5. Percentage of School and Public Building Facilities inspected each year                                       | actual | 100%    | 100%    | 100%    | 100%    | -----   |
|  | target | 95%     | 95%     | 95%     | 95%     | 95%     |
| 6. Percentage of Elevators and Escalators with up-to-date inspections  | actual | 98%     | 96%     | 98%     | 95%     | -----   |
|  | target | 95%     | 95%     | 95%     | 95%     | 95%     |

**Performance Measure Explanatory Notes**

The Division has not “denied” any professional licenses across the various trades in FY 2019, as a discretionary matter. The Division does not necessarily deny a license application, but rather provides an applicant with additional time (in most instances up to a year) to qualify for an original license or furnish necessary renewal requirements. Applicants for licensure in FY 2019 who did not ultimately receive a license from the Division may have failed to do so for a variety of reasons including that they did not meet the minimum qualifications for licensure at the time of application (but for whom time continues to exist to qualify for such by performing the statutory requirements); failure to pass the licensing examination; voluntary abandonment of the application process; or because they ultimately secured a license after the conclusion of FY 2019. The numbers reflected in performance metric for the “Number of New Applicants Denied Licensure” reflect only the number of applicants who failed to pass a licensing exam on the first try – which is the only constant data value that the Division system will currently yield – without a manual search of all 2400 applications.

**For More Information Contact**

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