

GENERAL FUND

COMMUNITY DEVELOPMENT DEPARTMENT

Property Development (Building) Division

Mission Statement:

The Building Division of the Community Development Department serves the Lynden community by providing fair, efficient, and professional services in issuing building permits, performing building inspections, and reviewing plans for building contractors and property owners.

Services Provided:

- Educate* Provide code information to building contractors and homeowners.
- Review* Provide and coordinate efficient and thorough plan review.
- Permit* Process and track building permits to completion. Collect fees.
- Inspect* Perform construction inspections in a timely way; coordinate with multiple City Departments to assure compliance with applicable codes and resolve disputes in a reasonable manner.

2023 Highlights:

- Integrate new part-time inspector into daily inspection schedule.
- Implement third party review policies.
- On-boarded new permit technician to handle permit intake and routing, inspection scheduling.
- Provide training and certification opportunities for building inspectors.
- Permit review and approval of significant commercial development of 61,570 square feet along the Guide Meridian corridor which includes a 66-room hotel and a gas station with trucking facilities.

Building Division Statistics

Building Division: Construction Value Comparison				
Estimated Value by Permit Type	2020	2021	2022	2023 as of 10/31/2023
Commercial / Industrial Construction	\$6,937,500	\$24,493,000	\$35,553,000	\$10,207,800
Single Family Residential Construction	\$10,035,100	\$17,933,700	\$35,802,700	\$13,370,000
Attached Housing Units / Multi-Family	\$7,042,000	\$12,367,200	\$12,726,800	\$5,150,000

Housing Units: Permits Issued				
	2020	2021	2022	2023 as of 10/31/23
New single-family home permits	74	44	94	40
New attached housing units	63	93	121	33
Totals	137	137	215	73

Building Division Staffing

Building Division Staffing Levels				
	2021	2022	2023	2024
Employees (Full Time Equivalents)	1.5	2.25	3.0	3.0

2024 Staff Positions	Full Time Equivalents
Building Official	1.0
Building Inspector	0.5
Building Permit Tech	1.0
Administrative Assistant	0.5
Total	3.0

2024 Goals and Objectives:

- Implement permit tracking software.
- Broaden website offerings and create informational handouts for permit applicants.
- Implement International Building Code update.
- On-board new administrative assistant to handle inspections scheduling and assist in permit intake, phone calls, and web-site updates.
- Continue to provide training and certification opportunities for building inspectors.

Budget Comparison

Building Division Budget Comparison				
2021 Actual	2022 Budget	2023 Budget	2023 Actual	2023 Proposed Budget
\$184,206	\$318,067	\$313,252	\$240,062 (as of 10/31/23)	\$276,168