

GENERAL FUND

HOUSING AND PROPERTY DEVELOPMENT (Building Division)

Mission Statement:

The Building Division of Public Works 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; assure compliance with all codes and resolve disputes in a reasonable manner.

2022 Highlights:

- Creation of permit submittal checklists to better communicate expectations.
- Updates to the building division website to offer forms and applications as well as informational materials and inspection requirements.
- Exceptional team efforts with the Lynden Fire Department to facilitate more than 224,000 square feet of industrial development.

Building Division Statistics

Building Division: Construction Value Comparison			
	2020	2021	2022 as of 9/21/22
Estimated Value of New Commercial / Industrial Construction	\$480,600	\$20,692,528	\$1,075,000
Estimated Value of Commercial / Industrial Remodels and Alterations	\$6,456,883	\$3,800,500	\$996,200
Estimated Value of New Single Family Residential Construction	\$10,035,101	\$17,933,689	\$30,420,796
Estimated Value of Attached Housing Units	\$7,041,978	\$12,367,236	\$8,345,000

Housing Units: Permits Issued				
	2019	2020	2021	2022 as of 9/21/22
New single-family home permits	93	74	44	74
New attached housing units	43	63	93	71
Totals	136	137	127	145

Building Division Staffing

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

2023 Proposed Positions	Full Time Equivalents
Building Official	1.0
Building Inspector	0.5
Building Permit Tech	1.0
Administrative Assistant	0.5
Total	3.0

2023 Goals and Objectives:

- Broaden website offerings and create informational handouts for permit applicants.
- Integrate new part-time inspector into daily inspection schedule.
- Implement revised enforcement code to address construction without permits and other violations.
- On-board new administrative assistant to handle inspections scheduling and assist in permit intake, phone calls, and web-site updates.
- Provide training and certification opportunities for building inspectors.
- Research permit tracking software for future implementation.
- Continue to provide pre-construction consultation, review and issue permits, conduct inspections, provide code enforcement with consistently high-quality customer service standards.

Budget Comparison

Building Division Budget Comparison			
2021 Actual	2022 Budget	2022 Actual as of 8/31/22	2023 Proposed Budget
\$184,206	\$318,067	\$131,594	\$307,979