The Community Development & Code Compliance Department consists of three main divisions: Building Inspections, Code Compliance and Environmental. This annual report details the department’s activities over the past year, major accomplishments in each division, and advances made in service delivery.

Meet the Staff

During 2018, we welcomed Dean Simmons as our new Deputy Director/Building Official. He brings over 21 years of building construction knowledge and 13 years of Building Official experience. He has worked in several localities including Sussex County, James City County, New Kent County and the Town of West Point.

Staff members include:

Julie C. Walton  
Director

Dean Simmons  
Deputy Director/Building Official

Sherri Bowman  
Office Manager

Angela Blount  
Environmental Program Coordinator

W. Reed Martin  
Plans Reviewer

Brian Estep  
Sr. Building Inspector/Code Enforcement

Mark Pond  
Sr. Building Inspector

Charles Harrison, Ill  
Sr. Building Inspector/Code Enforcement

Stephanie Early  
Permit Technician II

Vacant  
Permit Technician I

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Staff completed over 400 hours of training and development during 2018.
The Building Inspections Division is responsible for issuing permits, conducting plans review, and conducting inspections for all new construction, alterations and repairs to existing structures, removal or demolition of structures and other building operations to ensure that the proposed construction complies with the provisions of the Virginia Uniform Statewide Building Code (USBC). The Virginia USBC is a minimum standard for construction applicable to all jurisdictions within the Commonwealth of Virginia. The staff works closely with property owners, developers, architects, contractors, and engineers from the conceptual phase of the project throughout construction to the completion of the project.

Permit issuance is a safeguard to ensure construction in Prince George County accomplishes the goals of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environments. Building code compliance enforcement is comprised of education, plan reviews, permit administration, inspections and enforcement of code requirements. Plan reviews are used to verify that submitted construction plans comply with the requirements of the code. Building inspections are necessary to verify the intent of the code and that the requirements of the reviewed/approved plans are carried out on site. The types of required inspections vary with the type of project being completed. The number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required.

The Building Inspection Division also enforces the provisions of the Virginia Property Maintenance Code and the Code of the County of Prince George where staff regularly investigates complaints regarding nuisances such as discarded materials, tall grass, outdoor storage, housing conditions, and problems with the condition of rental units. Inspections staff work closely with Zoning staff and the Police Department to achieve compliance with the Virginia Maintenance Code and the Code of the County of Prince George.

The Building Inspections Division also enforces the provisions of the Statewide Fire Protection Code, whenever inspections are requested or complaints of violations are received.
### Construction Permits & Inspections

#### 2018 Permit Totals

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PERMIT TYPE</th>
<th>NUMBER</th>
<th>JOB VALUE</th>
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<tr>
<td><strong>RESIDENTIAL PERMITS</strong></td>
<td>NEW SINGLE FAMILY DWELLINGS</td>
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<td>MODULAR SINGLE FAMILY DWELLINGS</td>
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<td></td>
<td>MANUFACTURED HOMES</td>
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<td></td>
<td>RESIDENTIAL SPECIAL FLOOD HAZARD AREA</td>
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<td>$0</td>
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<td></td>
<td>RESIDENTIAL ADDITIONS</td>
<td>140</td>
<td>$2,079,615</td>
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<td>RESIDENTIAL RENOVATIONS</td>
<td>64</td>
<td>$867,113</td>
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<td>RESIDENTIAL ACCESSORY STRUCTURES</td>
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<td>$1,074,459</td>
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<td><strong>COMMERCIAL PERMITS</strong></td>
<td>COMMERCIAL NEW BUILDINGS</td>
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<td>COMMERCIAL ADDITIONS</td>
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<td>COMMERCIAL RENOVATIONS/ALTERATIONS</td>
<td>25</td>
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<td>COMMERCIAL ACCESSORY STRUCTURES</td>
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<td><strong>TEMPORARY STRUCTURES</strong></td>
<td>TEMPORARY STRUCTURES</td>
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<td><strong>DEMOLITION PERMITS</strong></td>
<td>RESIDENTIAL DEMOLITIONS</td>
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<td>COMMERCIAL DEMOLITIONS</td>
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<td><strong>AUXILIARY PERMITS</strong></td>
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<td>FIRE PROTECTION SYSTEMS</td>
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<td>GAS</td>
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<td>WATER AND SEWER</td>
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<td><strong>ENVIRONMENTAL</strong></td>
<td>LAND DISTURBANCE</td>
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<td>EROSION AND SEDIMENT</td>
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<td><strong>SPECIAL EVENTS</strong></td>
<td>SPECIAL EVENTS</td>
<td>31</td>
<td>$5,801</td>
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<td><strong>TOTAL ALL PERMITS</strong></td>
<td></td>
<td>1721</td>
<td><strong>$41,936,610</strong></td>
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</tbody>
</table>

#### Inspections Made
- 6290 inspections

#### Certificates of Completion
- 129 certificates

#### Occupancy Permits Granted
- 315 permits
Residential Housing in Prince George saw its biggest growth this year in the Eagle Preserve subdivision, the Pine Ridge community and The Meadows subdivision.

2018 Notable C.O.s

- NAPA Auto Parts
- Love’s Travel Store
- Pilot
- MAPCO
- Touchstone Bank
- Service Center Metals
- Gaura LLC
- Believe –N– U
- Dr. Ali Physicians Office
- Benzer Pharmacy
- Synergy Physical Therapy
- Luca Italian Restaurant
- McDonald’s
- River Road Partners LLC
- Star Express & Huddle House Restaurant
- ANCOS
- Zahradka Property One

2018 ICC CHAPTER OF THE YEAR– VBCOA

All Community Development staff belong to the Virginia Building Code Official's Association which provides training, uniformity in code enforcement, and a voice in code development. This is accomplished by attending regional meetings, code development committee meetings, and yearly conferences. Staff also maintains memberships in the International Code Council.
BUILDING INSPECTIONS DIVISION

2018 Activity Totals
- Inspections
- Applications
- Plan Reviews
- Permits

SPECIAL EVENT PERMITS ISSUED

- Hogs for the House Event
- Southern Nights Cruisers Event
- 2018 Fusion Soul Fest
- Colonial Harley Davidson Spring Fling Open House
- 10th Annual Great Beefsteak Raid
- Cars and Coffee Event
- Prince George Rotary Scholarship Picnic
- 2018 Harbor Blast Concert Series at Appomattox Boat Harbor (16 events)
- Crossroads Annual Customer Appreciation Event
- Colonial Harley Davidson Benefit Poker Run
- Virginia Czech & Slovak Folk life Festival
- Hopewell Hunt Club Seafood Bash
- Destination Halloween Event
- Home Builders Association of Southside Virginia Crab
The International Code Council held its annual conference on October 21-29, 2018 in Richmond, Virginia. The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. There were participants at this conference from all over the world. The conference featured educational sessions, networking events, keynote speakers and Building Safety & Design Expo. Members of the Prince George Inspections & Code Compliance office supported the conference as ambassadors. Staff members participated in the conference by attending various networking events, volunteering as classroom assistants for educational sessions, and as Prince George’s voting members during the code hearings. The code hearings are where the proposed code changes are debated, voted on by the membership, and the model code is developed. The keynote speaker for this year’s Members Luncheon was Matt Paxton, a top hoarding expert and a featured cleaner on the hit television show HOARDERS. It was a great opportunity to hear this renowned specialist share his expertise about a topic that is inextricably linked to building safety, fire prevention and the codes.

ICC Membership Councils help shape the industry:

The International Code Council’s Building Official, Fire Service, Global, PMG Official, Sustainability and Emerging Leaders Membership Councils came together Sunday, Oct. 21, for a joint meeting to hold Governing Council elections, present awards and discuss matters of interest to all Membership Councils.
The Code Compliance Division investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to zoning, property maintenance, tall grass and discarded materials.

The County Code requires property owners and tenants to keep weeds and grass cut to a height of no more than 15 inches and to keep all exterior property areas free from discarded materials, trash, debris, litter and garbage. There were 112 tall grass complaints reported and investigated. County resources were used to bring 25 properties into compliance.

The County of Prince George has adopted the Virginia Maintenance Code, Part III of the Virginia Uniform Statewide Building Code. The provisions of this part of the VUSBC prescribe regulations for the maintenance and repair of existing structures and equipment.

Following receipt of a complaint and field-verification of a violation, a Notice is delivered to the property owner requiring correction by a specified date. After the allotted time has passed, a follow-up inspection is performed to verify that the violation has been corrected.

MAINTENANCE DIVISION HIGHLIGHTS

The Code Compliance Division opened 338 new property maintenance and zoning enforcement cases during 2018. To date, 312 of the 338 cases have been resolved and closed. The division produced 203 enforcement documents and violation notices related to these cases. While not all complaints received result in violation notices, investigations of these complaints did result in 668 inspections of various sites and potential violations.

Code compliance has continued to work with the Community Policing division. Together we are continuing the clean up effort to improve property conditions throughout the county.
ENVIRONMENTAL DIVISION

The Environmental Division works with citizens, area businesses, the engineering community, contractors and developers to maintain a balance between protection of the environment and economic growth.

The main operational functions of the division are Program Administration, Plan Review, Inspections, and Erosion/Drainage Complaint Investigation. The Division performs these functions to ensure compliance with the County Erosion and Sediment Control Ordinance, the Chesapeake Bay Protection Ordinance and other federal, state and local laws pertaining to erosion and sediment control and stormwater management.

Through implementation of environmental programs, permitting and inspections, the county is making great strides toward protecting our local lands and waterways. In conjunction with our Planning Department and James River Soil and Water Conservation District, one of our greatest accomplishments this year was the successful completion of the Virginia Department of Environmental Quality’s Chesapeake Preservation Act compliance evaluation.

As we move forward in 2019, the division has begun work on three Stream Restoration Projects within the county. We also are preparing informational workshops on Chesapeake Bay material and stormwater management. The Environmental Division works diligently with federal, state and local agencies, developers and citizens to ensure a healthy balance between development and the environmental integrity of our beautiful community.

2018 Activity Totals:
- 1302 E&SC Inspections
- 287 Applications Reviewed
- 89 AIL Permits
- 55 Land Disturbance Permits
- 12 Performance Bonds initiated
- 8 Performance Bonds released
- 21 E&SC Site Plans Reviewed
- 69 E&SC Complaints Investigated
- 33 Stormwater Complaints Investigated
- 45 Stormwater Project Inspections
ENVIRONMENTAL DIVISION

SEPTIC PUMPOUT & INSPECTION PROGRAM

In Spring 2018, the Prince George County Department of Community Development & Code Compliance began monitoring the Virginia Department of Environmental Quality’s mandated Septic Pump-Out/Inspections Program. This program had historically been monitored by the Virginia Department of Health (VDH). The intent of the program is to help improve water quality in the Chesapeake Bay Preservation Area (CBPA) of the county through non-point source pollutant management. Approximately 2,400 households and businesses located within the CBPA of the county serviced by private on-site septic systems are required to participate.

The Prince George County Zoning Ordinance Section 90-667 requires property owners of on-site septic systems in the CBPA to have systems pumped or inspected at least once every five years. Those systems fitted with an approved Plastic Effluent Filter, must provide documentation from the Virginia Department of Health (VDH).

To aide with citizen service, the department implemented a new email system for the program, septicpumpoutprogram@princegeorgecountyva.gov. This system has proven to be a very valuable tool in assisting with citizen’s questions and concerns as well as a convenient way of accepting documentation pertaining to the program.

In June 2018, notices of compliance were mailed out to property owners in “Zone 2”. This zone is comprised of 1,037 properties on record as having private on-site septic systems. To date, we have received 636 responses which puts total compliance for Zone 2 at 61%.
The Department performs a variety of reviews, permitting, inspections and enforcement actions in each division. While activities have been detailed for each division individually, below is a brief summary of activity totals across the entire department.

- Assisted with hosting the International Code Council’s 2018 Annual Conference in Richmond
- Assisted with the New Scott Park Strategic Plan
- Transitioned Stormwater Utility Fee Billing from IT to Community Development
- Developed a new Re-Inspection Fee Policy
- Continued the implementation of the new EnerGov software
- Monitored VDOT improvement projects
- Developed a Draft Zoning Sign Ordinance Amendment
- Created and implemented state-mandated Chesapeake Bay Area septic system pump-out and inspection program

**EnerGov Software**

As a part of the FY2018 Capital Improvement Project, EnerGov software was selected to replace our current software program. In addition to pairing with our current Tyler Munis system used in various departments, EnerGov offers the complete package with a centralized database and user-friendly features that are necessary for the CDCC department. Prince George CDCC has been identified as model clients during the implementation process. Staff continues to participate in monthly implementation sessions. A completion date is scheduled for June 2019.

**2018 GOALS ACHIEVED**

Each year, our department develops a list of goals to achieve that are above and beyond our normal department daily activities. The following is a list of some of the major goals we achieved in 2018:

- Developed 2018 work schedule and budgetary requirements for stormwater projects
- Assisted with the Central Wellness Center Feasibility Study
- Assisted with hosting the International Code Council’s 2018 Annual Conference in Richmond
- Assisted with the New Scott Park Strategic Plan
- Transitioned Stormwater Utility Fee Billing from IT to Community Development
- Developed a new Re-Inspection Fee Policy
- Continued the implementation of the new EnerGov software
- Monitored VDOT improvement projects
- Began construction of stormwater projects in Birchett Estates, Cedar Creek 1 & 2 subdivisions
- Assisted with the bidding process and award of contracts for County projects (Courthouse basement build-out, Burn Building, Fire Station #7)
- Complete ordinance changes to facilitate timely public road completion in new subdivisions
- Developed a Draft Zoning Sign Ordinance Amendment
- Created and implemented state-mandated Chesapeake Bay Area septic system pump-out and inspection program