TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10118 BUILDING DEPARTMENT

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved $ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	110,087	4	112,835		52,402	120,834	120,834	120,834	7,999	7.09%
51120	INSPECTION	123,133	-4	156,271		48,129	178,457	178,457	178,457	22,186	14.20%
51810	OVERTIME	809		1,102		751	1,102	1,102	1,102	0	0.00%
51910	FRINGE BENEFITS	0	150	375		0	500	500	500	125	33.33%
51920	FICA	17,157		20,671		7,561	22,981	22,981	22,981	2,310	11.18%
	SUBTOTAL	**251,186**	**150**	**291,254**	**0**	**108,843**	**323,874**	**323,874**	**323,874**	**32,620**	**11.20%**
SERVICES											
52010	ADVERTISING	1,177		3,000		553	1,800	1,800	1,800	(1,200)	-40.00%
52020	POSTAGE	586		1,000		164	1,000	1,000	1,000	0	0.00%
52030	PROFESSIONAL FEES	450	-293	10,000		0	10,000	10,000	10,000	0	0.00%
52040	SERVICE CONT.& REPAIRS	2,297	293	2,305		837	2,355	2,355	2,355	50	2.17%
52050	DUES, CONF., & EDUCATION	3,548		9,500		884	11,225	11,225	11,225	1,725	18.16%
	SUBTOTAL	**8,058**	**0**	**25,805**	**0**	**2,438**	**26,380**	**26,380**	**26,380**	**575**	**2.23%**
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	483	-150	2,400		41	2,400	2,400	2,400	0	0.00%
53090	FUELS & LUBRICANTS	1,137		1,096		399	1,333	1,333	1,333	237	21.62%
	SUBTOTAL	**1,620**	**(150)**	**3,496**	**0**	**440**	**3,733**	**3,733**	**3,733**	**237**	**6.78%**
EQUIPMENT											
54060	OFFICE EQUIPMENT	3,837		960		160	1,550	1,550	1,550	590	61.46%
	SUBTOTAL	**3,837**	**0**	**960**	**0**	**160**	**1,550**	**1,550**	**1,550**	**590**	**61.46%**
DEPARTMENT TOTAL		**264,701**	**0**	**321,515**	**0**	**111,881**	**355,537**	**355,537**	**355,537**	**34,022**	**10.58%**

BUDGET FUNCTION

The Building Department manages permitting for all building construction in Waterford and is responsible for administering and enforcing codes and ordinances to provide a reasonable level of public safety, health, general welfare and building accessibility. The Department includes the Building Official, two Assistant Building Officials and clerical staff who are housed within the Planning Office. Primary functions include processing building permits, reviewing plans for compliance, conducting field inspections, evaluating buildings for occupancy, responding to emergencies, investigating tenant/landlord complaints, issuing notices of violations and orders to abate and enforcing codes. Additionally, the Building Department works with residents, contractors, design professionals, realtors, appraisers and developers to help understand the building codes and permitting process. The Building Department works closely with other permitting services, including Planning, Zoning, Ledge Light Health District and the Fire Marshal to help coordinate development projects throughout town. The Officials routinely provide inspection and support services for town building projects and capital planning efforts.

The Building Department operates under the following codes and ordinances:

- **Connecticut State Building Code**
  - International Building Code
  - International Residential Code
  - International Energy Conservation Code
  - International Plumbing Code
  - International Mechanical Code
  - National Electrical Code
  - Accessibility Standards
- **Connecticut State Fire Safety Code**
  - International Fire Code
- **Rental Housing Code**
- **Property Maintenance Code**
- **Connecticut Demolition Code**
- **Delay of Demolition Ordinance**

The total amount requested in FY2027 is $355,537, a 10.6% increase over FY2026. The Building Department historically generates significantly more revenue through permit fees than the department's total annual budget. In FY2025, the Department revenue was $887,580. This number does not reflect municipal building projects for which we do not collect building permit fees. **The department's expenditures in FY2025 were $264,701, leaving almost $623,000 for the general fund.** The five-year average (FY2021-FY2025) in Department revenue is $649,830.

LOOKING AHEAD

Investment into the Town through permitted projects

FY2025 realized an investment into the Town of over $107,000,000 through permitted building projects. To date FY2026 is behind FY2025, however there are still several significant projects projected to be permitted in the remainder of FY2026. A few of the projected projects are; Safe Futures, Walmart addition and remodel, Hobby Lobby, Dave's Hot Chicken and Portions of the Crystal Mall conversion to offices for Electric Boat. These projects will likely end the year close to an additional 100 million dollars in construction costs for the Town.

FY2027 is looking to be a record year for investment into the Town with projects such as;

- Continued conversion of the former Crystal Mall to offices for Electric Boat
- New 284 unit residential apartment complex on Route 85
- New school building for LEARN at the former Southwest School property
- New building for Restaurant Depot on Waterford Parkway North
- A building conversion to office space for Sonalysts
- The new Oswegatchie Fire House on Boston Post Road
- New building for Mago Point Wine Bar
- Roberts Court subdivision off Old Norwich Road
- Potential redevelopment of Marina Bay Cottages on Rope Ferry Road.

Staffing

For at least the last the last 20 years, the building department has been staffed with a Building Official and two Assistant Building Officials. The department currently has an unfilled Assistant Building Official position. Finding and retaining qualified building officials has been a challenge. This is a well-known problem throughout the state. To address this problem, the department has recently hired an inspector in training who is currently enrolled in the pre-licensure training program offered by the State. When the program has been completed, the second Assistant Building Official position will be filled.

The Building Department has seen a steady year over year increase in permit volume and investment into the Town. The increase in permit applications, issued permits and associated inspections has gotten to the point that the current staffing cannot keep up with the workload.

Based on the projected record year for new development and redevelopment in FY2027, we are budgeting for 3 months of another Assistant Building Officials salary. Funding the additional position will enable the department to act quickly once we an find a qualified candidate.

Capital Projects - Document Scanning

The Building Department in partnership with the Planning Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have gotten estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and will be available to staff and the public through the town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY2028.

BUDGET SUMMARY

	Building Department Proposed FY2027 Budget
PERSONEL COSTS:	
10118-51110-101-010-18-00-51 ADMINISTRATION	$120,834
10118-51120-101-010-18-00-51 INSPECTION	$178,457
10118-51810-101-010-18-00-51 OVERTIME	$1,102
10118-51910-101-010-18-00-51 FRINGE BENEFITS	$500
10118-51920-101-010-18-00-51 F.I.C.A.	$22,981
Total PERSONEL COSTS	**$323,874**
SERVICES:	
10118-52010-101-010-18-00-52 ADVERTISING	$1,800
10118-52020-101-010-18-00-52 POSTAGE	$1,000
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	$10,000
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	$2355
10118-52050-101-010-18-00-52 DUES,CONFERENCES & EDUCAT	$11,225
Total SERVICES	**$26,380**
MATERIALS & SUPPLIES:	
10118-53010-101-010-18-00-53 OFFICE SUPPLIES	$2,400
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	$1,333
Total MATERIALS & SUPPLIES	**$3,733**
OFFICE EQUIPMENT:	
10118-54060-101-010-18-00-54 OFFICE EQUIPMENT	$1,550
Total OFFICE EQUIPMENT	**$1,550**
TOTAL	**$355,537**

Advertising Line 10118-52010

$1,800 Requested

Buildings over 50 years old are subject to specific delay of demolition requirements. One of these requirements is to provide legal notice of the proposed demolition. The number of demolition applications received is hard to predict from year to year. In FY2025, the department received 9 applications for demolition. In F2026 we budgeted for 20 demolition notices at average cost of $150 per advertisement. It is anticipated that FY2026 will fall short of the predicted 20 applications. The budget request of $1,800 for FY2027 is for 12 demolition applications.

Postage Line 10118-52020

$1,000 Requested

Postage is used to mail permits, correspondence and certified abatement orders. The Department mails notices to owners of single-family dwellings that they may pick up their house plans rather than placing an ad in the New London Day. While the Department has seen an increase in the number of permits, since the implementation of the online permitting system, the Department sends more permits and correspondence to applicants electronically which helps offset any increase in postage rates for FY2027. There is no proposed increase to the postage budget.

Professional Fees Line 10118-52030

$10,000 Requested

This line is used to secure professional services to supplement plan review services as needed and for engineering and technical consulting services to evaluate structures as needed for safety and compliance with the Property Maintenance Code. Historically, the need for consulting services is rare and the Building Officials attempt to perform most work as part of their regular duties.

There are times, however, when specialized services such as from a structural engineer or expert in a particular trade are needed. If services are required as part of an enforcement action, the Town is generally obligated to pay these costs upfront and seek reimbursement after enforcement. The number of enforcement actions in a given year is unpredictable and the majority of enforcement issues have been resolved without requiring a third party professional. Having funds to enable third party assistance should the Building Official deem it necessary helps enforcement proceed in a timely manner.

Occasionally, there are building related emergencies that arise and the services of a structural engineer or other specialized professionals may need to be retained by the Town.

There is no proposed increase in professional fees.

Service Contracts and Repairs Line 10118-52040

$2,355 Requested

The Building Official and Assistant Building Officials use three smartphones and three iPad tablets in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The cost for the cell phones is $130.20 per month ($1563 per year) and the costs for the iPads is $66.00 per month ($792 per year).

Dues, Conferences and Education Line 10118-52050

$11,225 Requested

The State of Connecticut requires building officials to attend training seminars and conferences in order to maintain licenses and certification. The New England Building Officials Association conference and The Eastern States Building Officials conference are important annual events that provide a significant portion of the ongoing training mandated by Statute. Statutes also obligate the town to be a member of the ICC – International Code Council.

Building Officials maintain multiple certifications and organizational memberships. These include memberships to the Connecticut Building Official Association, The International Association of Electrical Inspectors, the International Code Council, and the Connecticut Association of Housing Code Enforcement Officials and South Eastern CT Building Officials Association. In FY2027 Dues are anticipated to cost $1000. Conferences, classes, and seminars are anticipated to cost $5,125.

The Building Department maintains copies of code books and associated digital materials. New sets of materials are purchased as new codes are adopted. In FY2026 the State of Connecticut was suppose to have adopted a new code cycle. The adoption of the codes was delayed and is now scheduled for FY2027. The code books and digital material are critical for each building official properly perform his job. The Department anticipates spending $5,100 on these materials.

Office Supplies Line 10118-53010

$2,400 Requested

Funds in this line are used to purchase supplies not provided by the Finance Department. Examples include specialized delay of demolition signs, enforcement placards and color cartridges for the printer. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color ink cartridges is $1,200. Plotter paper and toner for the large format copier is anticipated to cost $1,200 in FY2027.

Fuels and Lubricants Line 10118-53090

$1,333 Requested

The Building Department is responsible for three automobiles assigned to the Building Official and 2 Assistant Building Officials. The vehicles are also used by the Assessor's Office and IT employees. The Department estimates using approximately 650 gallons of gasoline at $2.05 per gallon. $1,333.00 is requested.

Office Equipment Line 10118-54060

$1,550.00 Requested

This line item request is for testing and inspection equipment for the Building Official and Assistant Building Officials. Some of the equipment will be replaced due to age or loss, such as flashlights, tape measures, safety glasses, hardhats, safety vests, etc. Additionally, in the event the department needs to respond to emergencies and/or natural disaster situations, we will require an "Emergency Go Bag" for each of the inspectors, complete with clipboards, safety gear, first aid kits and backup inspection equipment. This line item request also includes $300 for a new bookcase for the Building Officials Office and $850 for a large screen wall monitor with a mounting bracket and associated cords to perform digital plan reviews.

Building Department

5 Year History of Expenditures

	FY2025 ORIGINAL BUDGET	FY2025 ACTUAL	FY2024 ORIGINAL BUDGET	FY2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL
BUILDING DEPARTMENT:										
PERSONEL COSTS:										
10118-51110-101-010-18-00-51 ADMINISTRATION	110,083	110,087	102,095	107,404	102,095	102,484	102,600	164,236	95,976	100,036
10118-51120-101-010-18-00-51 INSPECTION	164,787	123,133	141,174	134,448	141,174	96,265	174,632	127,937	159,207	134,209
10118-51810-101-010-18-00-51 OVERTIME	1,102	809	1,102	228	1,102	73	1,102	0	1,243	821
10118-51910-101-010-18-00-51 FRINGE BENEFITS	225	0	225	225	225	0	2,625	2,474	225	1,389
10118-51920-101-010-18-00-51 F.I.C.A.	21,112	17,157	18,695	17,819	18,695	14,784	21,494	21,370	19,634	17,332
Total PERSONEL COSTS	297,309	251,186	263,291	258,124	263,291	213,606	302,453	316,017	276,285	253,787
SERVICES:										
10118-52010-101-010-18-00-52 ADVERTISING	3,000	1,177	750	1,528	750	1,141	750	668	1,200	833
10118-52020-101-010-18-00-52 POSTAGE	1,000	586	1,000	700	1,000	869	1,000	1,233	900	946
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	10,000	450	20,000	7,425	20,000	18,749	750	171	750	3,262
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	2,004	2,297	3,030	1,777	3,030	1,923	3,303	1,582	2,658	2,175
10118-52050-101-010-18-00-52 DUES,CONFERENCES & EDUCAT	5,580	3,548	5,480	3,290	5,480	7,338	5,480	2,181	5,480	1,147
Total SERVICES	21,584	8,058	30,260	14,720	30,260	30,020	11,283	5,835	10,988	8,363
MATERIALS & SUPPLIES:										
10118-53010-101-010-18-00-53 OFFICE SUPPLIES	2,400	483	2,400	832	2,400	1,204	1,400	83	850	129
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	1,430	1,137	858	1,418	858	1,009	893	387	900	507
Total MATERIALS & SUPPLIES	3,830	1,620	3,258	2,250	3,258	2,213	2,293	470	1,750	636
OFFICE EQUIPMENT:										
10118-54060-101-010-18-00-54 OFFICE EQUIPMENT	4,000	3,837	800	778	800	0	612	115	400	0
Total OFFICE EQUIPMENT	4,000	3,837	800	778	800	0	612	115	400	0
TOTAL	**326,723**	**264,701**	**297,609**	**275,872**	**297,609**	**245,839**	**316,641**	**322,437**	**289,423**	**262,786**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR

DEPARTMENT: **Building**

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD (12/17/25)	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						$ -
Alarm Penalties						$ -
Ambulance Subsidy						$ -
Beach Admission Fees		_	_			$ -
Benefit Assessments		_	_			$ -
Bulky Waste Fees		_	_			$ -
Conveyance Tax						$ -
Copy Fees		_	_			$ -
East Lyme Animal Control Fee						$ -
Enhanced E 9-1-1						$ -
Fines/Penalties		_	_			$ -
Hazardous Household Waste		_	_			$ -
Inspection Fees		_	_			$ -
Interest/Lien Fees						$ -
Inter-Municipal Revenues		_	_			$ -
Miscellaneous						$ -
Permitting/Licensing Fees	580,190	887,580	589,155	223,368	685,642	$ 96,487
Program/Registration Fees		_	_			$ -
Recording Fees						$ -
Regional Communications Fees						$ -
Rentals						$ -
Sale of Recyclables		_	_			$ -
State Operational Grants						$ -
Tipping Fees		_	_			$ -
Building Fines						$ -
TOTALS	580,190	887,580	589,155	223,368	685,642	$ 462,274

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 18 BUILDING DEPARTMENT
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.IC.A)
51110 - ADMINISTRATION									
4/20/2009	BUILDING OFFICIAL	40	N/A	116145.00	$ 1,620.61	119,048.63	$ 1,785.73	120,834.35	9,243.83
	TOTALS			**116,145.00**	**1,620.61**	**119,048.63**	**1,785.73**	**120,834.35**	**9,243.83**
		*add longevity		117,765.61					
51120 - INSPECTION									
04/15/2024	ASST. BUILDING OFFICIAL	40	N/A	85,327.16	N/A	87,460.34	N/A	87,460.34	6,690.72
VACANT	ASST. BUILDING OFFICIAL	40	N/A	70,858.37	N/A	72,629.83	N/A	72,629.83	5,556.18
NEW FY27 - BEGIN 4/1/2027	ASST. BUILDING OFFICIAL	40	N/A	0.00	N/A	18,366.16	N/A	18,366.16	1,405.01
	TOTALS			**156,185.53**	**0.00**	**178,456.33**	**0.00**	**178,456.33**	**13,651.91**
51810 - OVERTIME				**1,102.00**	**0.00**	**1,102.00**	**0.00**	**1,102.00**	**84.30**
51910 - FRINGE/F.I.C.A.				**375.00**				**500.00**	**0.00**
TOTALS		**FY26 FICA**	**$ 21,041.57**	**275,053.14**	**1,620.61**	**298,606.96**	**1,785.73**	**300,892.69**	**22,980.04**
BUDGET TOTAL W/F.I.C.A				**296,094.71**				**323,872.73**	

WORKDAYS 2026/2027	WEEKS TO BUDGET
261	**52.2**

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 18 BUILDING DEPARTMENT
2026/2027 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)
BUILDING OFFICIAL	$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	$ 125.0000	0.00	125.00	0
			0.00	0
TOTALS - FRINGE BENEFITS			**500.00**	**0.00**

***ADDED TO FICA ON PERSONNEL WORKSHEET