

SPECIAL
POINTS OF
INTEREST:

- Department Stats
- Permit & Project Costs
- Rental Property Registration & Inspections
- Code Enforcement Division Overview
- 2019 Projections

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Duties of the Department

The Building and Code Services Department for the Town of Whitestown, Indiana, is responsible for the administration and enforcement of the Town's construction and property maintenance codes. These codes govern our community's property use, new and remodeled construction, existing rental property, and general exterior property standards.

The Building Division is responsible for plan reviews, permit issuance, and field inspection services for all types of residential and commercial construction.

The department works closely with the Planning Office in coordinating the orderly land growth

and development in the community.

The primary responsibilities of the Building and Code Services Department include:

- * Receive and distribute construction plans to the Fire Marshall and inspectors for code compliance plan review, manage permit issuance and collection of fees,

and conduct a variety of field inspections during the construction process.

- * Implements development conditions associated with project approvals during construction, and to ensure compliance through periodic field inspections.
- * Annually inspect rental properties for basic life safety code compliance in align to the regulating ordinance, and proactively monitor the exterior of all properties through the enforcement of the property maintenance code and the Town's Municipal Code.



Department Accomplishments

Just as the Town of Whitestown sees growth and additions, the Building Department expanded to keep up with the Town's development. A dedicated residential building inspector was brought on board. An administrative assistant was added also to allow the director and inspectors to focus on plan reviews, inspec-

tion and permit requests, and general questions posed by contractors.

A second, and huge plus for the department was with the addition of a new technological component, MobileEyes, which allowed for more efficiency between the department and contractors. It additionally meant the

department could go "green" by not needing physical sets of building plans. The usage of MobileEyes has beyond exceeded departmental expectations.

And lastly, the department increased the number of permits issued over 2017 by 100+. Whitestown continues to be the place to work and live.



MobileEyes
BUILDING INSPECTOR

MobileEyes

The beginning of the year saw the department implementing online submittals and electronic plan review through the web-based software company MobileEyes. This greatly helped reduce the amount of paper necessary for submissions and allowed for quicker transmittal times between the department and applicant. Reducing the amount of paper allowed the Building Department to be more green.

MobileEyes was created to make the process of structural

safety inspections more efficient, accurate and easy. It streamlines operations and facilitates accurate communication. Inspectors are able to report from the field for footings, rough-ins, electrical and final inspections. Building permits are tied into the inspection schedule for easy retrieval during field inspections. MobileEyes is automated allowing real-time communication between office personnel, building inspectors, contractors and owners. The software program allows for reports to be securely archived and indexed

for immediate, remote access. Program administrators have the ability to export, print or email monthly and year-end reports easily and efficiently.

Since going to this new process, the Building Department has been able to improve and better control reviewing plans, scheduling site inspections, and issuing permits. The response time on residential inspection requests is 24 hours while commercial inspections times are within 48 hours of request. With 2019 projected to a busy year for the department, Mobile Eyes will be vital.

In an effort to ensure minimum housing standards are met, property owners are now required to register properties. The registration process began January 2016.

Rental Property Registration: Ord 2014-25

On September 9th, 2014, the Town Council adopted the **Rental Registration and Inspection Program (RRIP)**. Adopted **Ordinance 2014-25** ensures the health, safety and welfare of the community plus sets forth a standard as being that the basic human needs are met to insure the comfort and well-being of the lessee. It includes all manufactured homes, single-family houses, multi-family housing units and any residential property that is leased to an individual other than the property owner.

The intent of the Ordinance is to establish a base standard to prevent or correct blighted conditions that presently exist or could exist in the future. A \$5 registration fee of the rental property is required. Inspection of the rental unit must be performed before a certificate of occupancy is issued and water utility services can be transferred. The fee for this is \$125. Inspections are scheduled with prior notice to the owner/manager of the property. Violations found during the inspection of the

rental unit must be corrected and re-inspected prior to occupancy. The RRIP will help improve and maintain the quality of Whitestown's rental housing over time. The rental property registration and inspection program is a benefit all-around by further protecting the character of neighborhoods as well as the value of the property for landlords and homeowners. Preservation of neighborhoods and the quality of life are key to residents of the town.

REPORT CODE VIOLATION



codeenforcement@whitestownpolice.org

Code Enforcement's Importance to a Community

"Code" refers to a particular part of the law; code enforcement ensues when cities and towns enforce their local laws. When used in context of Whitestown, the term pertains more to property upkeep and standards set within the town.

Code enforcement remains a confusing and misunderstood profession that most people know very little about. The roles of the

Code Enforcement Officer within modern-day municipalities is integral to the daily operations, and equally essential to enhancing quality of life by helping sustain life and healthy living conditions for both residents and businesses of the municipalities. In the Town of Whitestown, common code violations include, but are not limited to, abandoned/junk vehicles, unmaintained lawns (grass & weeds),

and littering.

The program operates under the general premise that most violators do not know they are in violation of the law. Community codes can be complex and a mystery to most citizens. Code Enforcement is principally an education campaign. Most property owners want to comply voluntarily and are happy to do so once the law is explained to them.

Importance of Pre-Construction Meetings



Meeting at the table prior to construction increases effective communication during the process.

To facilitate code-compliant commercial building permit projects during the past year, the Building Department offered and encouraged pre-

construction meetings with project general contractors (GC), subcontractors, designers, owners, and Town staff prior to the application of a permit. The primary objectives of these meetings are to review pertinent Town codes, ordinances, procedures and expectations,

establish open lines of communication for the duration of the projects, review the GC's/owner's projected construction and completion schedule, and assist the GC/owner and when applicable, the project tenant, to successfully obtain the necessary certificate of occupancy in an efficient and timely manner.

The total valuation for construction during 2018 was \$279,085,893 - the highest annual total for Whitestown to date.

Department Statistics

The Building Department handles a multitude of inquiries, applications, and projects related to development in the community throughout the year.

Overall, the department handled **799** permit applications, reviews, code enforcement cases, and rental registrations, in addition to numerous inquiries in 2018. In addition, the staff

handled **2,595** commercial/residential inspections between a crew of four. The weekly average for the department on commercial/residential inspections was **49** and **2.5** for plan reviews.

Plan Reviews	123
Commercial Building Permits	194
Residential Permits	254
Code Enforcement Violations	35
Rental Registrations (Total)	153
Rental Inspections (New/Renewed)	40
Commerical & Residential Inspections	2,595

Population Growth of Residents

To say the population of the Town of Whitestown is lacking would be a gross understatement and quite the opposite. A special census conducted in November 2017 showed the Town's growth up 4,947 residents since the 2010 count. The population sits within 10.5 square miles of land and offers plenty of green space for recreation and enjoyment.

The historic Legacy Core residential/business area sits in the center of the town, and newer housing trickles from its edges. The Town saw new subdivision Edmonds Creek break ground, while Harvest Park, Clark Meadows by Anson, and Westwood Landing continued expansion.

While single family housing did see

tremendous growth, more is yet to come once Anson Senior Living completes their construction phase. Anticipated opening of their doors is by the summer of 2019.



Whitestown is the fastest-growing community in Indiana for the seventh consecutive year according to The Indiana Business Research Center at the Indiana University Kelley School of Business.

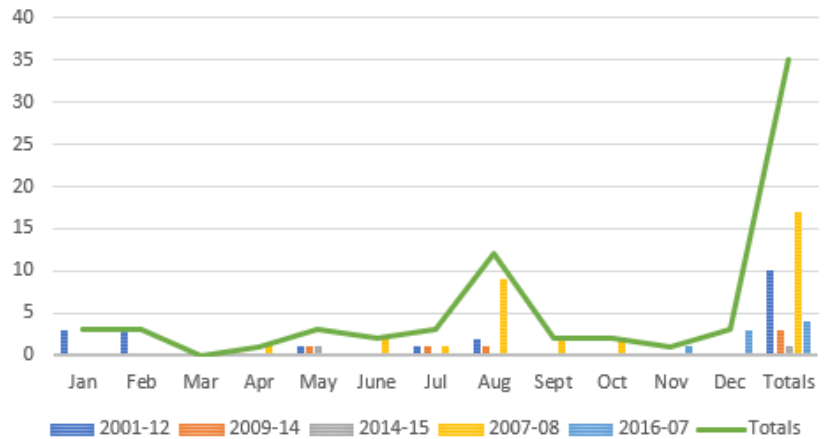
By the Number

2018 CODE VIOLATIONS



Cited violations in 2018 with the majority being issued for problems with weeds and grass. The bulk of the violations were reported in the month of August.

- 2001-12**
Abandoned & Junk Vehicles
- 2007-08**
Regulation of Weeds & Grass
- 2009-14**
Litter Regulations
- 2014-15**
Unsafe Building
- 2016-07**
Street Cleaning



New Home Rental Registrations Decline!



*In an effort to ensure minimum housing standards are met, property owners are now required to register rental properties. The registration process began **January 2016**.*

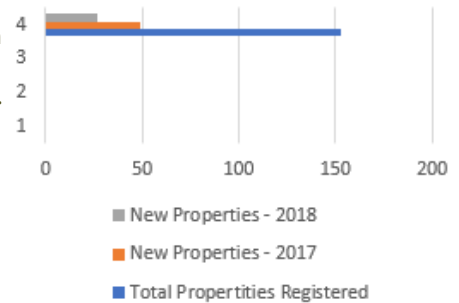
This calendar year saw a decline in the number of new rental property being purchased and registered with the Town of Whitestown. The year closed out with total of 153 homes properly being registered in the Town.

In September 2014, the Town's Council passed an ordinance requiring rental property to be registered.

During 2017, property owners and/or management companies registered 49 new properties. This past year we saw a decline with only 27 new properties being added to the register.

As a friendly reminder, all rental homes/townhomes/villas need to be registered and inspected prior to renters taking possession.

Whitestown Registered Rental Property



Meet Your Building Dept.

Dave Taylor joined the Whitestown staff family in 2013, starting in the Utilities Dept., working his way to become the Director of the Building & Code Services Department. He is a certified building inspector, the Whitestown Code Services Officer and a reserve member of the WMPD filling the role of Community Services Officer. The department's senior inspector and plan reviewer is Robert Laughlin. Robert earned his BS Degree from IU and served 6 years as a U.S. Army

Officer. Following his separation from the military, he established his own management and construction company which he managed for 17 years. He was employed by Marion County as a Building Dept. Supervisor/Inspector Trainer for 5 years. Robert joined the Whitestown Building & Code Services staff in 2015. Jared Robinson serves as a commercial inspector for the department. He has a BS degree from ISU and has been in the building industry since 2000. Jared joined the Whitestown Building & Code Services staff family in 2016. New to the Build-

ing Department staff in 2018 are Marc Mahan and Shannon Metzger. Marc spent several years in the construction industry before joining the Building Dept. in Marion County from 2014-2018 where he earned his residential certifications through ICC. As the newest inspector to the department, he fills the role of Residential Building Inspector. Shannon came aboard the last quarter of the year as the Administrative Assistant. With a fifteen-year background in the education field, she has brought her organizational skills to assist the department as their workload expands.

MEET OUR TEAM

Construction(Commerical+Residential)=Permits



The Building Department saw it's busiest year in 2018. The number of permits broke previous year records and kept the Town's inspectors quite busy. Permits issued for 2018 was 100+ more than the previous year. What many do not realize is that each permit type includes a set number of

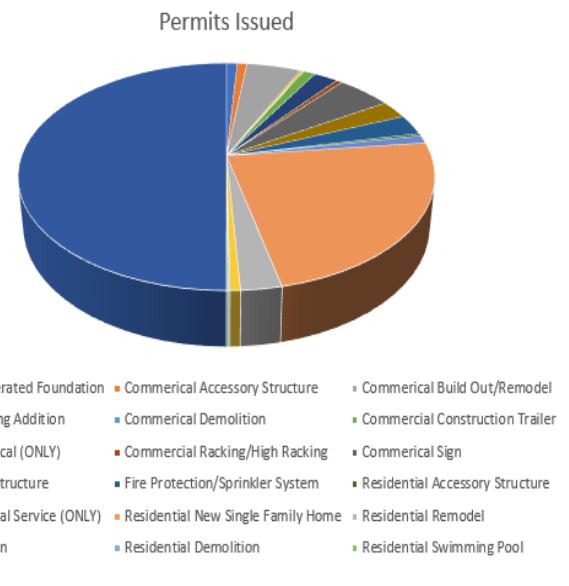
inspections. On average, each commercial issued permit has seven (7) inspections that will take place from the beginning to the end of the project. This may not seem to be a big ordeal, however with a department of three inspectors, one of which is dedicated to plan reviews, that is an undertaking!

on permit type.

The Building Department is manned under the direction of Dave Taylor and has three inspectors. Senior Inspector Robert Laughlin spends the bulk of his time reviewing the plans of commercial projects prior to them being issued a permit. Building Inspector Jared Robinson and Residential Inspector Marc Mahan will mostly be found in the field conducting various inspections guaranteeing contractors are adhering to state and local building codes.

The Town is equally growing in the residential area with 209 new single family homes going up. Just like on the commercial side, residential permits also require a particular number of inspections, which varies based

Permit Type	2018 YEAR-END TOTALS	
	Permits Issued	Fees Charged
Commerical Accelerated Foundation	9	\$ 74,250.00
Commerical Accessory Structure	8	\$ 13,103.00
Commerical Build Out/Remodel	45	\$ 158,462.00
Commerical Building Addition	2	\$ 2,302.70
Commerical Demolition	1	\$ 100.00
Commercial Construction Trailer	10	\$ 2,700.00
Commerical Electrical (ONLY)	20	\$ 7,000.00
Commercial Racking/High Racking	5	\$ 5,000.00
Commerical Sign	45	\$ 32,102.88
Commerical New Structure	23	\$ 105,428.95
Fire Protection/Sprinkler System	26	\$ 13,000.00
Residential Accessory Structure	3	\$ 450.00
Residential Electrical Service (ONLY)	10	\$ 750.00
Residential New Single Family Home	209	\$ 510,930.00
Residential Remodel	24	\$ 6,185.30
Residential Addition	6	\$ 1,424.90
Residential Demolition	1	\$ 100.00
Residential Swimming Pool	1	\$ 150.00
Total	448	\$ 933,439.73
Total Project Cost		\$ 279,085,893.00



What to Expect

Next year's workload is by far expected to be the most challenging with new shopping choices, eateries, businesses and neighborhoods planned. The Department's primary focus will be contin-

ued implementation of systematic improvements which will continue to influence our daily operations. The Building Department & Code Enforcement staff will continue efforts to maintain high quality

building construction and code enforcement of municipal ordinances ensuring the Town of Whitestown is maintained in an attractive manner for the benefit of our residents and visitors.

WHITESTOWN



Town of Whitestown

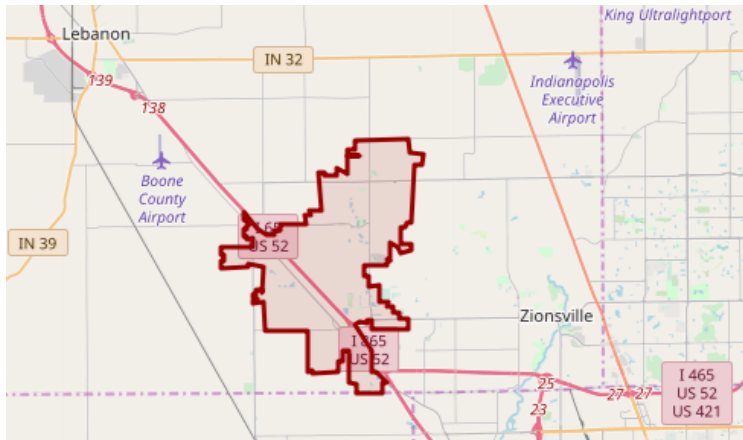
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