



CITY OF BILLINGS
BUILDING DIVISION
FY 26 BUDGET PRESENTATION

BUILDING DIVISION

MISSION AND OBJECTIVES

Mission:

To ensure the safety, security, and health of Billings' citizens and visitors through building code enforcement.

Objectives:

- Ensure the built environment of Billings meets all State code standards
- Educate and inform designers, builders, and homeowners in code matters and division procedures
- Provide excellent customer service to everyone we interact with
- Be a partner to the community

BUILDING CODE ENFORCEMENT

- The City of Billings is a Certified Jurisdiction that adopts the Montana State Building Codes through Administrative Order.
- **MCA 50-60-301 County, City, And Town Building Codes Authorized**
 - (2) (a) Except as provided in subsection (2)(b), a county, city, or town building code may include only codes adopted by the department.
 - (b) A county, city, or town may, as part of its building code or by town ordinance or resolution, adopt voluntary energy conservation standards for new construction for the purpose of providing incentives to encourage voluntary energy conservation. The incentive-based energy conservation standards adopted may exceed any applicable energy conservation standards contained in the state building code. New construction is not required to meet local standards that exceed state energy conservation standards unless the building contractor elects to receive a local incentive.

STATE CODE ADOPTION PROCESS



The Montana State Building Codes Program is the State agency that adopts the codes through Administrative Rule.



Each code's Administrative Rule further modifies the code with any specific requirements adopted during the rule-making process.



The Administrative Rules are written and adopted through the public rule-making process and with the assistance of an advisory Building Codes Council, made up of 12 members, appointed by the Governor, representing various trades, agencies, and industries.

MONTANA ADOPTED BUILDING CODES

- 2021 International Building Code
- 2021 International Residential Code
- 2021 International Mechanical Code
- 2020 National Electrical Code
- 2021 Uniform Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Energy Conservation Code
- 2021 International Existing Building Code
- 2021 International Pool and Spa Code
- The State Fire Marshall Adopts the Fire Code



DIVISION PERSONNEL

- Building Official
 - Deputy Building Official
 - Administrative Support
 - Senior Permit Coordinator
 - Records Admin
 - 3 Plans Examiners
 - Fire Systems Reviewer/Inspector
 - Senior Inspector
 - Electrical Inspectors I & II (Licensed Electricians)
 - Plumbing Inspector (Licensed Plumber)
 - 6 Combination Inspectors
 - Residential Building
 - Commercial Building
 - Mechanical
 - Energy
 - Accessibility
- Proposed New FTE:**
- Development Project Coordinator

STAFF CERTIFICATION REQUIREMENTS

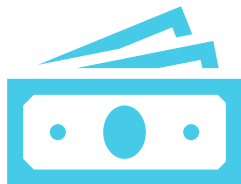
- Building Officials, Plans Examiners, and Inspectors must be certified per state requirements
 - This requires passing tests, several hours of continuing education every year, and renewals every 3 years
 - Combined, our Division staff have 80 certifications, which require around 820 hours of education a year to maintain



OPPORTUNITIES AND CHALLENGES



Increasing
Compliance



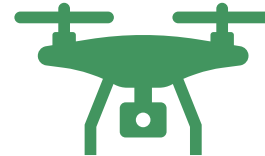
Customer
Costs



Ease and
Efficiency of
Permitting and
Inspection
Process



Virtual
Inspections



Drone
Inspections



New Software
in Winter
2025



New Code
Adoption in
2026

PERMITTING SOFTWARE

- The Building Division spent much of FY25 working with our software vendor on configuration of a program for permitting, plan review, and inspections that will replace our current software and be used by multiple City departments. We are just moving into the validation and data conversion phases, which take 3-4 months
- There have been a few setbacks with project manager changes at the software company
- With lessons learned from the utility billing software conversion, we have made the decision to wait until after this year's construction season to make sure that we're implementing the new software when permit demand is lower, which will allow us more time to validate, test, and train on the system
- We will provide public information sessions and training on the system as we get closer to an implementation date
- As we do now, we will continue to assist our customers who may need additional technological support or who may not have the resources to submit projects online

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billingsmt.gov > Your Government

City of Billings Web Portal

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

City of Billings Online Permitting

The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the City's plan to improve its service offerings for citizens. Watch for more updates coming soon.



Code Enforcement

[Submit a New Complaint](#)
[Case Search](#)



Building Department

[Apply for a Building Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)



Engineering Department

[Apply for an Engineering Permit](#)
[Estimate Fees](#)
[Application Search](#)
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Planning Department

[Apply for a Planning Permit](#)
[Estimate Fees](#)
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[Upload Submittals](#)



Development Department

[Application Search](#)
[Upload Submittals](#)



Business Licensing

[Apply for a Business License](#)
[Submit a Complaint](#)
[Check Status of a Complaint](#)



Property Information

[Search for a Property](#)



**WEEKLY
PERMITTING**

**OPEN
HOUSE**



EMAIL WITH QUESTIONS

permits@billingsmt.gov

appointments not required

TELL US ABOUT YOUR PROJECT!

No project is too big or too small! Staff will be available from the following departments to talk about your project, what permits you may need, and what you need to be code compliant:

- Building
- Planning
- Engineering
- Fire



SAME DAY PERMITS!

If your project qualifies and you have the information we need, you could get a permit the same day or expedited for small projects like:



NEW PROGRAMS

2024 STATISTICS

Total Construction Valuation for permits issued in 2024 was over \$427 Million across all permit types, which is \$123 Million more than the total valuation in 2023

Dwelling Unit Permits Issued in 2024:

- 241 Single Family Homes
- 52 Two-Family Homes (104 Units)
- 64 Townhouse Permits (201 Units)
- 199 Apartment Units

Total: 745 New Dwelling Units

Top Commercial Projects Issued in 2024:

- National Guard Facility - \$44.7 Million
- 2 New Zimmerman Apartment Buildings – over \$29 Million total
- Yellowstone County Remodel - \$14.2 Million
- Nursing College - \$10.9 Million
- Rocky Vista Veterinary College - \$9 Million

BUILDING DIVISION FUNDING

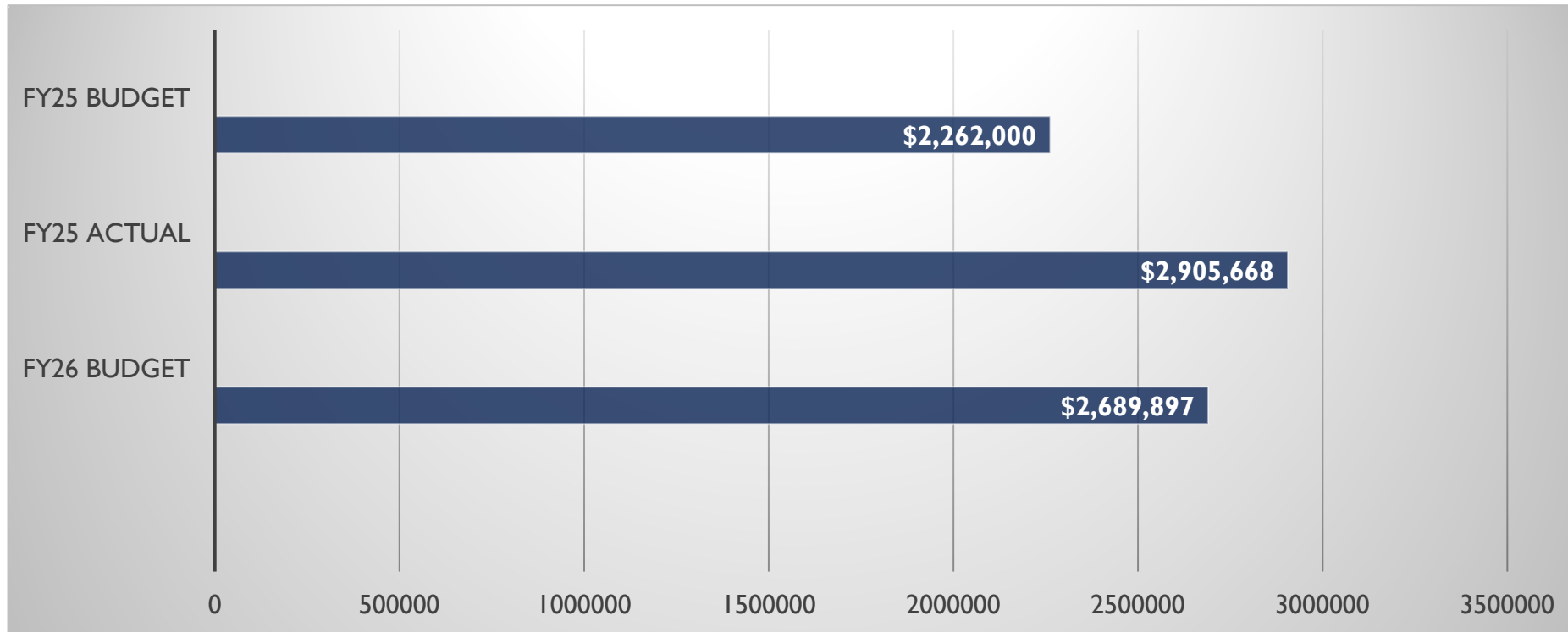
The Building Division is a Special Revenue Fund and all our revenue is from permit and plan review fees

Permit and plan review fees are set by Resolution. They were last set in 2011, and are based on valuation, so revenues increase as the cost of construction increases

By state law, the revenue the Building Division generates can only be used for building code enforcement

State law allows the Building Division to retain three year's operating costs worth of reserves, otherwise, fees must be reduced

REVENUES



Revenues for FY25 are estimated to end up **\$654,178** higher than budgeted
Revenues for FY26 are budgeted at **\$2,689,897**

EXPENSES

FY26



■ PERSONAL SERVICES ■ O & M

OPERATIONS AND MAINTENANCE:

- Building Rent
- Vehicle Maintenance and Gas
- Training Classes and Travel
- Code Books, Subscriptions, Certification Tests, and Training Materials
- Safety/Inspection Equipment and Uniforms
- Software Licensing
- Technology – computers, tablets, cell phones

RESERVES:

The Building Division currently holds around \$2.8M in reserves. This is expected to increase in FY26 with the hospital project fees, which will need to cover expenses for the span of the 5-year project.

5-YEAR OUTLOOK

We anticipate continued growth to serve the growing community

We have added 4 FTE over the last 10 years, so would assume 1 or 2 additional FTE over the next 5 years

Artificial Intelligence could significantly affect building code enforcement – enhancing plan review and inspection

The next five years will see replacement of up to 7 inspector vehicles



THANK YOU!

