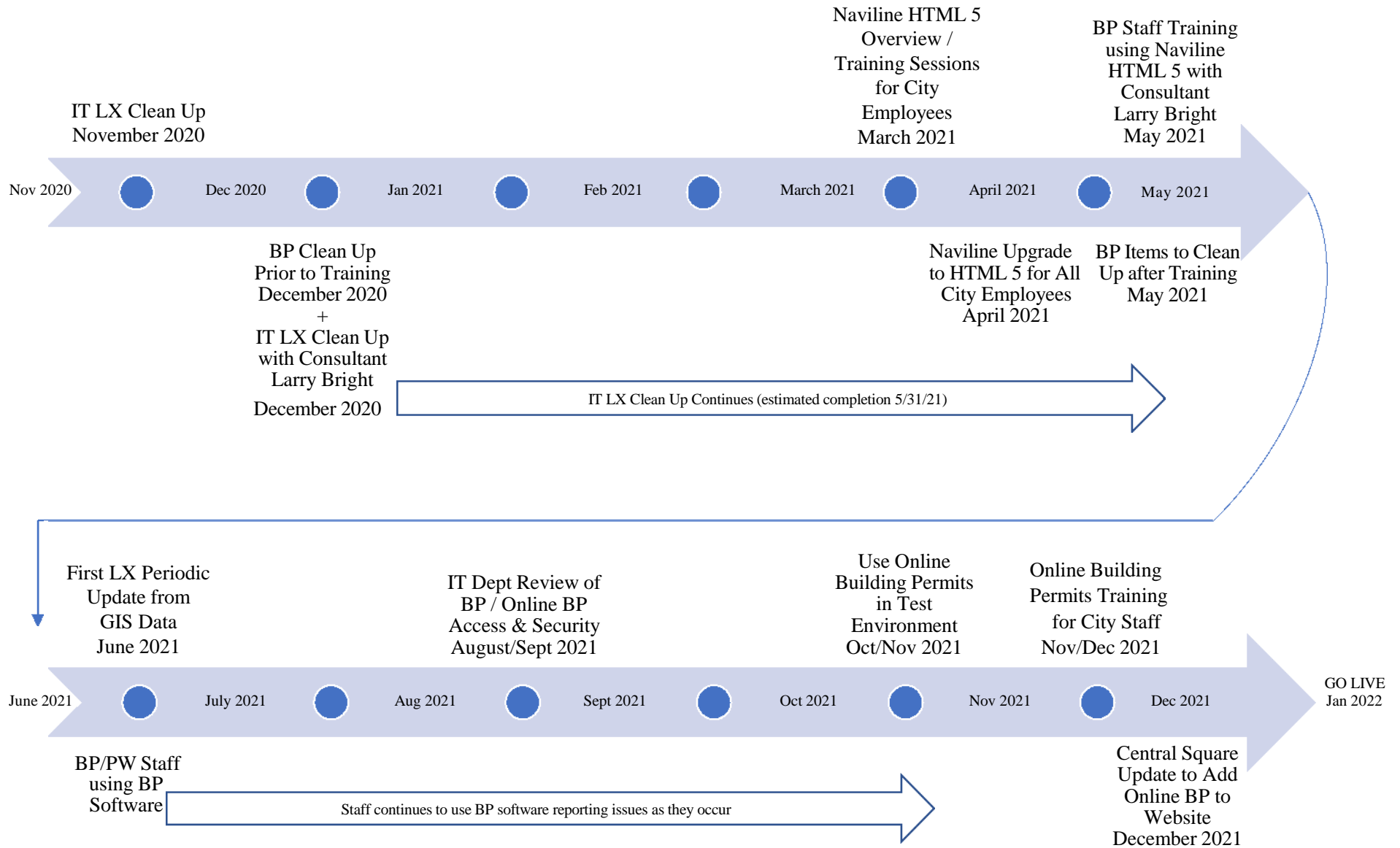


# Online Building Permits Timeline



# Online Building Permits Timeline

## **IT Dept LX (Land Management) Clean Up**

- Clean up of parcel data, address dictionary, and property use codes
- Completed November 2020 by IT Department

## **Building Permit Clean Up Prior to Training**

- Review of Building Permit items to address during training sessions
- Plan review, inspection Process, certificate of occupancy, critical notes
- Completed December 2020 to April 2021 by Finance / Building Department

## **IT Dept LX (Land Management) Clean Up/Training with Consultant**

- WebEx training sessions to review Land Management settings / structure
- Training preparation for first GIS Periodic Address Update
- Completed December 2020 by IT Department
- Clean up process continues by IT Department – estimated completion May 2021

## **Naviline HTML5 Overview/Training for All City Staff**

- WebEx Training Sessions by consultant to overview HTML5 changes / updates
- Train all City employees on Naviline HTML5 modules
- Completed March 2021

## **Naviline Upgrade to HTML5 for All City Employees**

- Update all users of Naviline to HTML5 version (Windows based software)
- City-wide impact to update all Naviline users to the same software
- Completed April 2021

# Online Building Permits Timeline

## **Building Department Training using Naviline HTML5 with Consultant**

- On site training for Building Department using Building Permit software
- Review settings setup, plan review, permit processing, and inspection process
- Completed May 2021

## **Building Permit Clean Up After Training**

- Review outstanding Building Permit items following training
- May / June 2021
- Performed by Finance / Building Department

## **LX (Land Management) Periodic Update from City GIS Data**

- Copy GIS parcel data into Land Management module using Periodic Update
- June / July 2021
- Performed by IT Department

## **Building Department Using Building Permit Software**

- Staff reporting issues, software bugs, corrections to be made
- June 2021 to October 2021

## **Review of Building Permit Software Access & Security Settings**

- Review City staff access and authority levels within Building Permit software
- August / September 2021
- Performed by IT Department

# Online Building Permits Timeline

## Online Building Permits in Test Environment

- City staff review / showing of Online Building Permits using Test Environment
- October 2021

## Online Building Permits Training

- Training for City staff on use of Online Building Permits website
- Training for integration of Online Building Permits to the Building Permit software
- November / December 2021
- Training performed by Central Square

## Website Update to Add Online Building Permits

- Update to add the Building Permits module to the online website
- Website currently accepts only Utility Billing payments for Sewer/Trash services
- December 2021

## Online Building Permits Go Live

- Online Building Permits available to contractors and residents
- January 2022