



BUILDING PERMIT ONLINE TRANSITION UPDATE

COJ Team | January 3, 2023



BUILDING PERMIT ONLINE TRANSITION UPDATE

Building Permits Project Description

- Internally, properly set up Building Permit Software to be efficient and effective for staff and the public
- Review and update the Building Permit process workflow for the efficient issuance of permits
- Train City staff across various departments for Application In-Take, Plan Review and Inspection Requests/Results
 - Building, Engineering, Planning & Zoning, Fire, and Health
- Update the City's land parcel records (address database) through GIS and Building Permit Software (IT Department staff)



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Previous City Council
Update

- Configured and Designed Building Permit Software
- Trained Building Department Staff, Engineering Inspectors, and Planning and Zoning Staff
- Established email notifications for new applications received for internal City staff
- Established email notifications for inspection requests and results for external users, such as contractors
- Designed Building Permit and Certificate of Occupancy Forms



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New Progress since
the last City Council
Update

- Clean-up of Building Permit Software Records by closing open permits from inception through December 31, 2019
- Fire Department Training Sessions Completed
 - Plan Reviews and Inspections
- Health Department Training Sessions Completed
 - Plan Reviews
- Completed 90% of the land parcel records (address database) update
- Created Step-by-Step User Guides for City Staff



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Project Remaining Steps

- Complete final steps of update to land parcel records (address database)
 - Notate Historic addresses, Flood Plain addresses and Lead Contamination addresses in database
- Develop Building Permit workflow processes for efficient and effective permit issuance
 - Utilize recommendations from Development Operational Assessment



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Project Remaining Steps

- Create new Building Permit applications using new City logo standard formatting
 - Make applications available on City website
- Cross-train Building/Engineering/Neighborhood Improvement/Planning & Zoning staff on Application In-Take Procedures
- Coordination of address database with external partners such as Jasper County, JASCO (911), Post Office and Utility Companies



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Project Next Steps

- Complete update of land parcel records (address database) through GIS/Land Management system- Internal and External
- Complete workflow and permit applications
- Following staff training, allow staff to use software as designed using new workflow processes
 - Ensure staff is comfortable and processes are working as intended
- Set up and train for the online portion of the project
 - Choose a sample number of contractors for online testing



Questions?

