

Development & Engineering

ELECTRONIC DOCUMENT REVIEW UPDATE

On March 2, 2015, City staff began Electronic Document Review (EDR) of engineering, new commercial tenant, and miscellaneous residential plan submittals. Since that time, almost 1,800 electronic submittals have been processed. Most of the submittals have been related to residential miscellaneous applications, which includes solar panel installations. In July 2018, the City expanded its online plan review to include residential custom home, commercial tenant improvements, and dry utilities, which accommodated most of the City’s common plan submittals.



The implementation of EDR has been very successful. Over the past year, we have seen a substantial increase in the number of solar panel projects submitted electronically. From March 1, 2015 to August 30, 2017, there were 660 electronic plans submitted for solar panel projects or 19% of all submitted EDR plans. From September 1, 2017 to September 18, 2018, 413 electronic solar plans were submitted or 36% of all submitted EDR plans. Since bringing our dry utilities submittals online in July 2018, 129 dry utility (gas, electrical) permits have been pulled. Of those permits, 112 or 86%, were submitted electronically. The biggest customer service impact is the inclusion of the residential single family and commercial tenant improvement submittals. Since September 1, 2018, we have received 34 single-family home plan submittals, which includes both custom and production standard plans.

EDR will continue to provide for many operational efficiencies. The physical moving of plans along with room for storage will be eliminated. Customers will reduce their printing and operational costs by submitting electronically. With the recent incorporation of electronic payments, the number of onsite customer visits will be reduced. Staff is working on the remaining building plan processes for electronic submittal and anticipate these to be completed by the end of 2018.

Moving forward, we continue to ask customers for input on how to make the submittal process easier for them, resulting in a higher level of user acceptance. We also continue to evaluate other EDR systems to ensure we have a user and customer friendly platform. We anticipate most of the homebuilders will continue to submit electronically. As our acceptance of electronic documents increases, we are looking to see how viewing those, by the inspection staff, will be accommodated, which will make our entire process paperless.

STATISTICAL INDICATORS

Capital Improvement Program

Active Design Projects: 5
Active Design Costs: \$1,515,324
Active Construction Projects: 8
Active Construction Costs: \$22,168,247

Site Development

Civil Reviews Completed

Sep 17	Sep 18
62	61

Average Turnaround Time

Sep 17	Sep 18
12.96	15.35

Active Design Projects

Sep 17	Sep 18
168	91

Active Construction Projects

Sep 17	Sep 18
181	97

Building Development

New Commercial Permits

Sep 17	Sep 18
2	1

Tenant Improvement Permits

Sep 17	Sep 18
10	10

Total Commercial Permits

Sep 17	Sep 18
47	45

New Single Family Permits

Sep 17	Sep 18
130	87

Total Residential Permits

Sep 17	Sep 18
563	427

Commercial Plan Reviews

Sep 17	Sep 18
50	59

Residential Plan Reviews

Sep 17	Sep 18
577	575

Rollover Inspections

Sep 17	Sep 18
78	58