

PROJECT OVERVIEW STATEMENT

DRAFT

PROJECT NAME: ePlan Phase 1

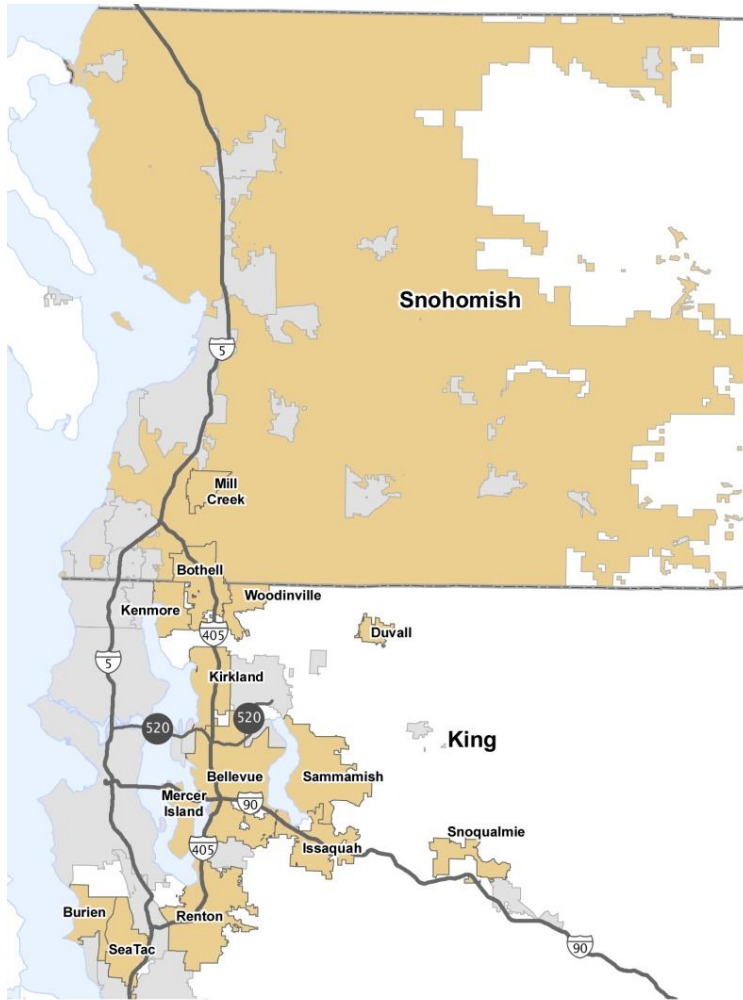
DATE: July 2010

PROJECT OWNERSHIP

Program: ePlan Phase 1

Business Manager: Trace Justice

Project Manager: Kimberly Kallinger



STAKEHOLDERS

- MyBuildingPermit.com member jurisdictions and permit customers

MyBuildingPermit.com (MBP) provides online services to permit customers in 15 jurisdictions – serving a population of over 800,000.

BUSINESS CASE

The MyBuildingPermit.com (MBP) Management Committee proposed to expand the permit types offered on MBP from over the counter to include permits that require plan review. As proposed, the project would build on the existing MBP web portal and include application submittal of all permit types, electronic submittal and retrieval of supporting documents including plans, online payment, and final permit issuance. The ePlan Proposal is the culmination of the Management Committee's long-term vision to provide the development community and citizens with a full

spectrum of online development services functionality through MBP. The ePlan project proposal (charter) was approved by the eCityGov Alliance Executive Board on March 19, 2010.

With ePlan, our goal is to expand and make all permit applications available on-line. One of the outcomes of this project is to work towards alignment where we can, simplifying the permit submittal experience across participating jurisdictions; therefore, we will need to bring permit types on-line in phases. See Project Breakdown for Phase 1 scope.

GOAL:

Align permit customer user experience*, expand permit types offered on MBP, and begin accepting plan sets electronically.

SUCCESS CRITERIA:

In Phase 1 of the ePlan project:

- General permit applications aligned (80%)*
- Electronic plan preparation guidelines & requirements are developed and aligned (80%)*
- Public is able to research all permits types, from participating jurisdictions, on MBP*
- Move from 16 variations of permit status terms and definitions to a single common set of permit status terms and definitions. Reduce learning curve for our customers and for visitors using MBP to research permit status by standardizing status terms across all MBP jurisdictions.*
- In 2011, participating jurisdictions are offering/accepting one or more of the following permit types on MBP:
 - ◆ Commercial and residential
 - Mechanical
 - Electrical
 - Plumbing
 - ◆ Single family basics
- Permit customer is able to submit permit applications, plans, and supplemental documentation for simple single review permit types to participating jurisdictions. Jurisdictions and permit customers to exchange documents throughout the plan review process.

ESTIMATED BUDGET:

PHASE ONE PROJECT COSTS

Item	2010 Cost	2011 Cost
1800 hours - Web Development (300 hours from 2010 budget and 1500 hours from 2011)	\$33,000	\$165,000
1400 hours - Project Management (400 hours from 2010 budget and 1000 hours from 2011)	\$41,200	\$103,000
Total *	\$74,200	\$268,000

Total does not include infrastructure costs.

PROJECT BREAKDOWN:

Project Breakdown

ePlan Phase 1 will include:

- A. The first phase work will include simple single review permits that are within the building official's span of control. Permits that meet this criteria include:
 - Commercial and residential
 - Mechanical
 - Electrical
 - Plumbing
 - Single family basics
- B. Committees will focus on alignment around the following:
 - General permit applications
 - Electronic plan preparation guidelines and requirements
 - Electronic plan review user experience
 - Information offered on the status site, including standardizing permit status terms and definitions
- C. The following will be added to the MBP portal:
 - Plan Review, File exchange
 - Ability for permit customers to securely submit all supporting documentation on-line
 - Ability for jurisdictions and permit customers to exchange documents with each of the participating jurisdictions throughout the plan review process.
 - Permit Customer Registration/Account Access
 - Permit customers will have the ability to control access at the permit level. Access will include read, contribute, and full control. This will help larger development firms

separate roles, for example: Role #1 – the engineer is able to enter data but cannot submit the permit. Role #2 - the project manager is able to enter data and submit the permit.

- Plan Review Status
 - Plan review status will be visible via the Permit Status module on MyBuildingPermit.com. Some enhancements will be made to the Permit Status module to enhance the ePlan project.

- Communication
 - Email alerts will notify customer/jurisdiction of pending plans and correction letters.

- Permit Issuance
 - Jurisdictions will use existing permit systems to produce permits (that require plan review). Alliance E-Plan Phase 1 will include the ability for the Jurisdiction to issue the permit electronically by using MyBuildingPermit.com as a file room, to exchange files with customers.

- Payment
 - Permit customers will have the ability to pay intake fees on-line.
 - Currently we accept Visa and MasterCard for over the counter permits. As part of the ePlan project, we will add an ACH payment option.

- Systems Interface
 - General application data will be available; MBP will produce XML data containing general permit application information. Jurisdictions can consume data through web services.

SECURITY IMPLICATIONS:

Changes will require an internal code review and penetration test.

SIGNATURES



MY BUILDING PERMIT & EPLAN VISION STATEMENTS

<p>MyBuildingPermit.com Program Created: December 9, 2008 MyBuildingPermit.com will,</p> <ul style="list-style-type: none"> ◆ Develop and maintain consistent practices between participating jurisdictions. ◆ Become the most valued development services web portal in the nation. ◆ Set the standard for working in partnership with cities and counties in the Puget Sound region. ◆ Deliver web-based, wireless, and paperless permitting and review processes -- setting the benchmark for best practices. ◆ Offer consistent core services that meet the needs of our land development and contracting customers and citizens. ◆ Offer the best development data and information available with a full suite of property related research tools. ◆ Ensure adequate and ongoing funding for our programs and web site. ◆ Incorporate sustainability as a component of our practices. ◆ Maintain broad member participation, supported by all City and County Managers. <p>Building a better future for our region --- Together!</p>	<p>ePlan Project Created: February, 2009</p> <p>ePlan will:</p> <ul style="list-style-type: none"> ◆ Accept digital applications for ALL permits ◆ Accept digital copies of plans, studies, calculations ◆ Guide our customers through the permit application process ◆ Provide a consistent process/experience for the applicant across multiple jurisdictions ◆ Permit customers will be able to make all permit fee payments online through expanded payment options ◆ Dynamically insert application & plans into the permit system ◆ Give jurisdictions the ability to review & issue ALL development services permit types as a paperless process ◆ Provide secure location for the jurisdiction to exchange revisions with applicant ◆ Aid communication between jurisdiction & customer during the permit process with electronic alerts/ notification ◆ Ongoing self supporting funding for service (e.g. technology fee/surcharge, per sheet fee, etc.)
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