BIC Regular Meeting of March 15, 2023

Agenda Item 12

Client Services Subcommittee Report

Neville Pereira/Deputy Director of Permit Services

Building Inspection Commission, March 15, 2021

Agenda

- Overview
- Process, Policy and Fees
- Technical Review
- Technology

Note that any potential changes discussed are current draft proposals and not the final recommendations

Process, Policy, and Fees

PLANNING

Process/Policy

- Discretionary
- Encompassing all planning concerns (environmental, historical, etc) in one review
- Limited scope of review of agencies during the Planning Department review process

Fees

- Change existing fee structure
- Invoice 100% of fees at filing instead of 25% in current site permit process

BUILDING

Process/Policy

- Ministerial
- Clear timelines for comments and responses from all permitting departments
- Reduced number of review cycles for all permitting departments

Fees

- No change to existing fee structure
- Need to charge minimal fee or *Time and Materials* for review during Planning's process

Technical review

PLANNING

Technical Review

- Planning-only review
- Limited referral to other development review agencies likely within 30 days based on scope of work

BUILDING

Technical review

- Entitlement certificate review limited to:
  - Location of the building and fire separation distance
  - Allowable height
  - Allowable area
  - Type of construction
  - Exterior wall construction and allowable openings
  - Site accessibility
  - Gross egress
- No change for building permit review

Technology

PLANNING

Technology

- Enhanced use of the Accela system
  - Tracking by project (PRJ) number
  - Agency referral workflows tracked
  - Need to create entitlement certificate type(s).

BUILDING

Technology

- No change to DBI's Permit Tracking System (PTS)
  - Currently tracks full permit workflows, fees.
  - Applications tracked by Building Permit Application (BPA) number

- Plan review comments issued in unison
- Automatic notifications of expiration
- Web status updates

THANK YOU