



Date: August 10, 2016

To: Patrick H. West, City Manager *P.H.W.*

From: Amy J. Bodek, Director of Development Services *AJB*

For: Mayor and Members of the City Council

Subject: **Electronic Plan Check Program**

On February 10, 2015, the City Council authorized the Department of Development Services to enter into a contract with e-PlanSoft (EPS) to provide an electronic plan check (EPC) system. EPS offers market-leading software for design, construction, inspection, and assessment processes.

EPS's electronic plan review software allows permit applicants to submit construction documents electronically, and enables reviewing agencies to check submitted plans and supporting materials via a Web browser from any location with an internet connection. Multiple users are able to perform reviews concurrently, thereby speeding up the review process by making it interactive and with fewer errors.

On June 6, 2016, Development Services commenced a three-month EPC pilot program, starting with training of nearly two dozen staff members from Development Services, Fire, Gas and Oil, Public Works, Water, and the Health and Human Services Departments. Several local design firms participated in the pilot program. The goal of the pilot program is to make the EPC submittal process easier and less expensive for applicants than the paper-based process, while ensuring that the process is also made more efficient and effective. Upon completion of the pilot program, at the end of August, EPC training will be provided to additional staff, thereby increasing the capacity to review more projects using EPC.

On July 5, 2016, the Development Services Permit Center began accepting applications and construction documents through EPC. Currently, the City is receiving and reviewing about one to two projects per week. This number is expected to increase as staff and participating design firms become more familiar with the process.

A request for City Council approval to fully implement EPC is anticipated in the next few months. Full implementation of EPC will allow transfer of information from the EPC system to the City's permitting system (Hansen/Infor), reducing data entry by staff. Full implementation will allow applicants to submit applications, construction documents, obtain fee estimates, pay fees online, and receive plan corrections and/or final plan approval

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electronically. Staff anticipates that it will require approximately eight months to fully implement EPC following City Council approval.

If you have any questions regarding this matter, please call David Khorram at (562) 570-7713.

AJB DK GP
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