

# PAPERLESS PERMITTING



Presented by Jenn Francis and Jason Sullivan  
from the City of Bonney Lake  
November 2, 2018

# **PAPERLESS PERMITTING VS ELECTRONIC PLAN REVIEW**

## **Paperless Permitting**

- The process of taking in applications, plans, reports, fees and then reviewing them, approving them and issuing permits or decisions without creating hard copies files or hard copy plans.

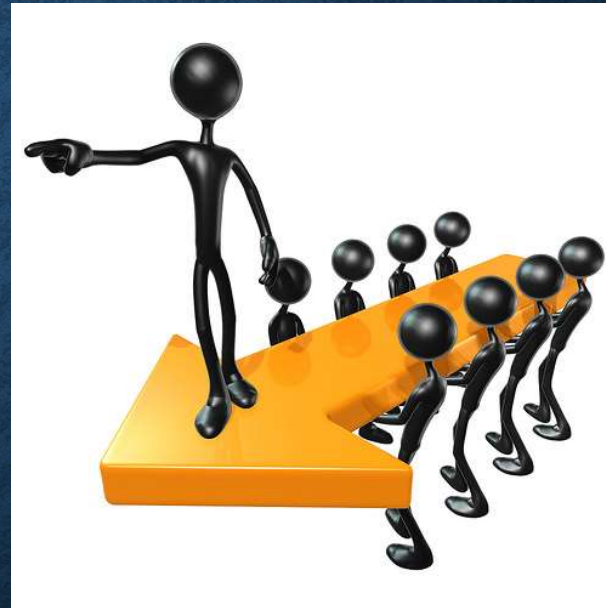
## **Electronic Plan Review**

- This is a part of the paperless process, it's how the plans are reviewed.
- Options are many including Bluebeam, Adobe, Avolve, ePlan, idtPlans, CityView, SmartGov, ProjectDox, etc.



# WHO WANTS IT AND WHY?

- Mayor/Council
- Internal Staff
- Engineers & Architects
- Middle Management
- Contractors



# WHAT ARE THE BIGGEST BARRIERS & WHY?

- Information Technology
- Budget
- Buy In From Staff





# HARDWARE & SOFTWARE

## Hardware

- 27" Monitors or Large (Best With 2)
- Computer with enough RAM



## Software

- Electronic Mailbox or Portal
- Permit Tracking System
- Document Management System
- PDF Markup Software

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Search Files and Folders

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All Files > Public Services -

Name	Updated	Size
Code Enforcement	Today by Mary Reinbold	3,207 Files
Planning	Today by Jason Sullivan	10,628 Files
Development Projects	Today by Jason Sullivan	1,254 Files
- Approved Final Set of Plans From Permit Center -	Yesterday by Jodie Barnett	798 Files
- New Submittals For Permit Center -	Yesterday by SAMANTHA GIVENS	77 Files
Civils	Oct 29, 2018 by Toli Khlevnoy	52 Files
Fire Review	Oct 29, 2018 by Jodie Barnett	246 Files
GIS Data Request	Oct 22, 2018 by Adam Kwakenat	0 Files
Address Files	Oct 16, 2018 by Jenn Francis	2 Files
Public Projects	May 8, 2018 by Sadie Schaneman	0 Files

New Upload

- Sharing Details
- Chuck McEwen (Owner)
  - Jenn Francis (Co-owner)
  - Sadie Schaneman (Co-owner)
  - Jodie Barnett (Editor)
  - Adam Kwakenat (Editor)

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All Files > Public Services > - New Submittals For Permit Center - > ☆ Emerald Hills Off Site Resub 10302018

Name	Updated	Size
2160772 - Emerald Hills Elementary School OFFSITE FULL.pdf	Oct 30, 2018 by Kate Strom	22.5 MB
(Response) Emerald Hills Offsite Plans_Redlines_08.29.2018.pdf	Oct 30, 2018 by Kate Strom	21.2 MB
CIV-Civil Permit Resub App Form.pdf	Oct 30, 2018 by Kate Strom	371.2 KB
Civil Permit Fee_CIV-2016-00333_08.29.2018.pdf	Oct 30, 2018 by Kate Strom	125.7 KB

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Sharing Details

- Chuck McEwen  
Owner
- Jenn Francis  
Co-owner
- Sadie Schaneman  
Co-owner
- Jodie Barnett  
Editor
- Adam Kwakenat  
Editor
- +3 People
- Shared Link  
People with the link

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# PDF – PORTABLE DOCUMENT FORMAT

- File Size Limitations
- Security Settings Must Allow Markups, Assembly & Editing
- Must Be Landscape Orientation
- Bookmark Requirements
- Font Size Requirements





# PLAN REVIEW SOFTWARE



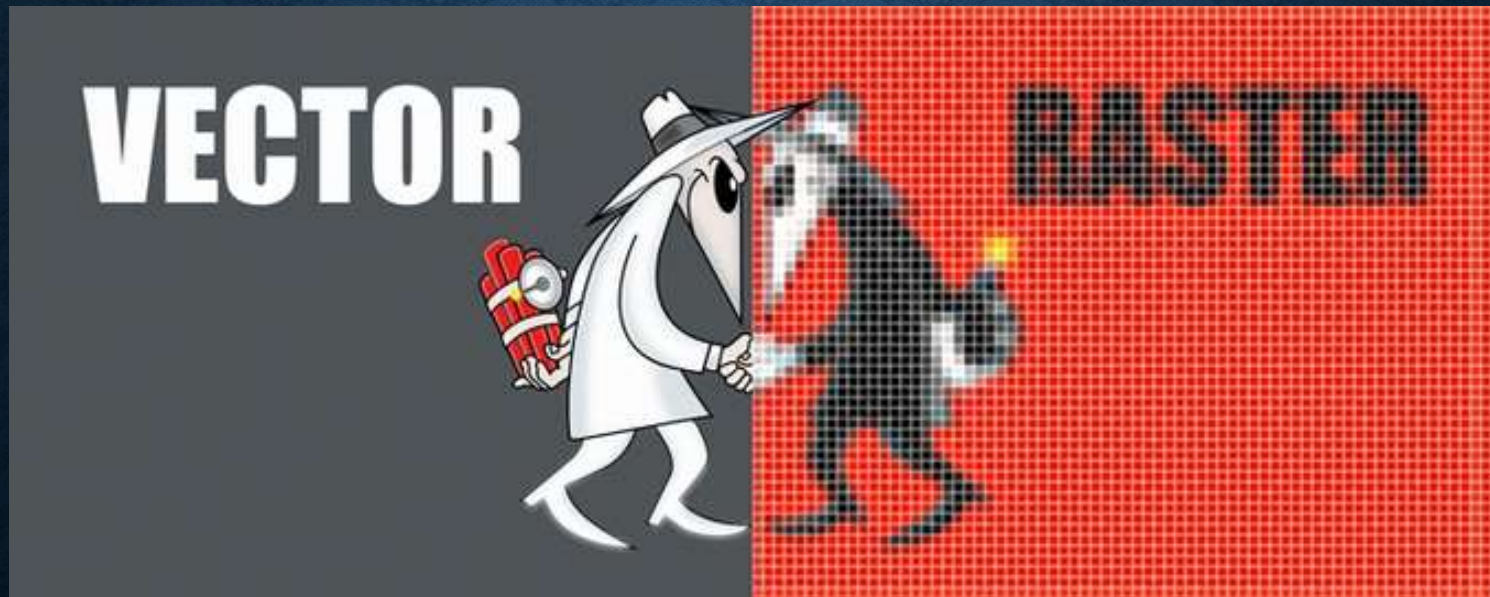
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# VECTOR VS RASTER



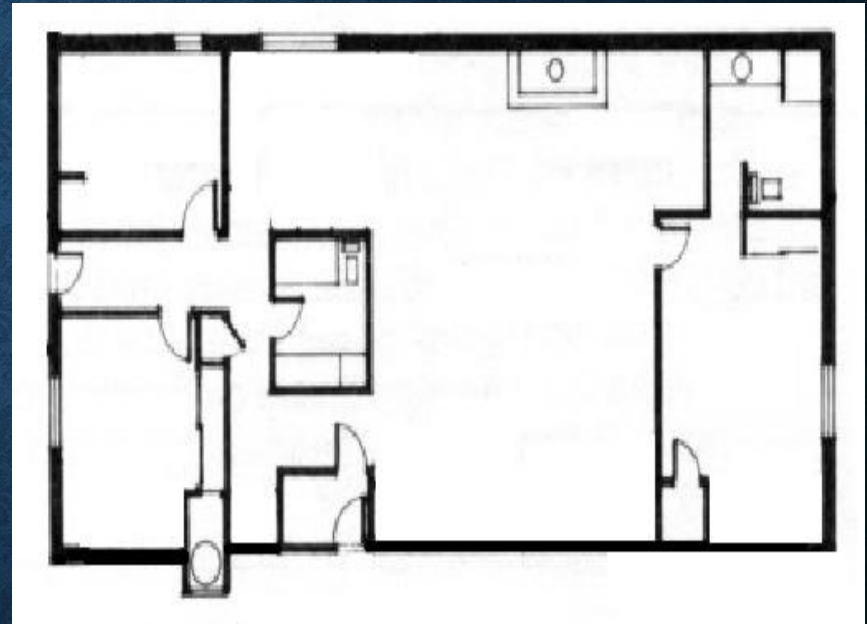


# The Process



## **INTAKE**

- Complete Application
- Quality Assurance
- Complete Submittal Package





# ISSUANCE



# INSPECTIONS





# DOCUMENT MANAGEMENT SYSTEM



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All Files > Public Services > Address Files

Name	Updated	Size
Residential	Oct 16, 2018 by Jenn Francis	0 Files
Pierce County Address Files	Jul 24, 2018 by Jodie Barnett	1 File
Public Facility	May 8, 2018 by Sadie Schaneman	0 Files
Commercial	May 8, 2018 by Sadie Schaneman	0 Files
ACD BLA Comment Letter 4 20180522.pdf	May 22, 2018 by Jason Sullivan	128 KB

New Upload

Sharing Details

- Chuck McEwen (Owner)
- Jenn Francis (Co-owner)
- Sadie Schaneman (Co-owner)
- Jodie Barnett (Editor)
- Adam Kwakenat (Editor)

+3 People, +1 Groups

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- New Submittals F...

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  - JF Jenn Francis Co-owner
  - SS Sadie Schaneman Co-owner
  - JB Jodie Barnett Editor
  - AK Adam Kwakenat Editor

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All Files > Public Services > ☆ Fire Review -

Name ^	Updated	Size
Fire Plan Review of Civil Plans	Oct 19, 2018 by Jenn Francis	40 Files
Fire Plan Review of Commercial Plans	Oct 19, 2018 by Jenn Francis	82 Files
Fire Plan Review of Fire Sprinklers & Alarms	Oct 29, 2018 by Jodie Barnett	124 Files

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Co-owner
- Sadie Schaneman  
Co-owner
- Jodie Barnett  
Editor
- Adam Kwakenat  
Editor
- Shared Link  
People with the link

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# ELECTRONIC & DIGITAL SIGNATURE

## **Electronic**

An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record. RCW 19.360.030

## **Digital**

A digital signature is one type of electronic signature. Digital signatures have a digital certificate behind them, offering authentication when sending a “signed” electronic document. This “signature” may belong to an individual, an entity, or a server. RCW 19.34.020 (11)



# HAVE QUESTIONS OR NEED HELP?

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City of Bonney Lake

253-447-4356

