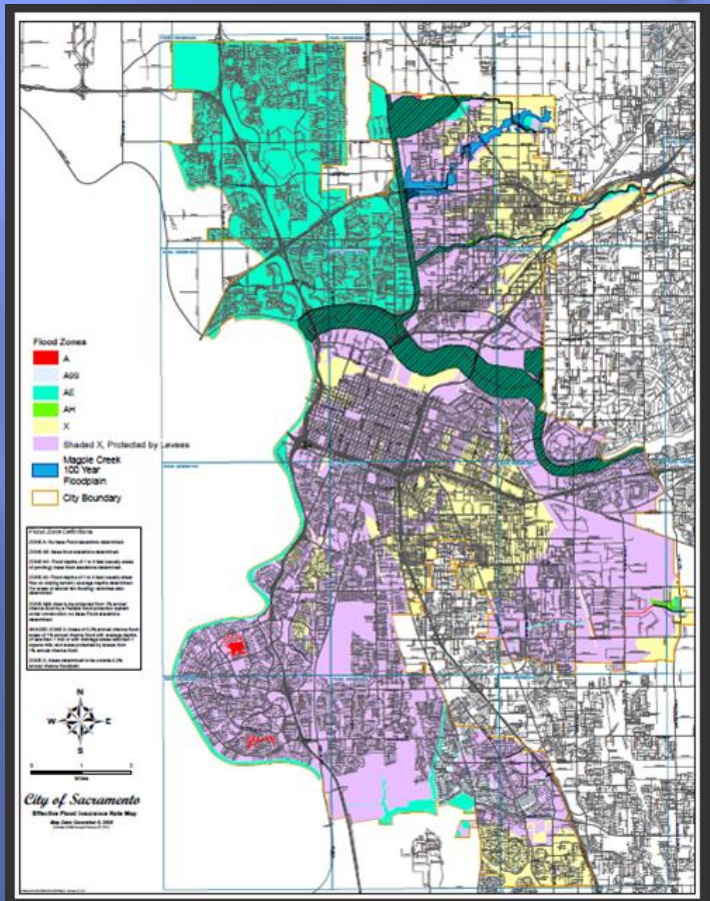


KEEP YOUR COMMUNITY OUT OF TROUBLE!

NEW & IMPROVED PROCESSES FOR ISSUING BUILDING PERMITS IN A FLOODPLAIN



Presented by:
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Dave Brent
City of Sacramento
September 9, 2011

Presentation Overview

- ▣ City's Building Permit Software
- ▣ Process Improvements
- ▣ The "Scare" and working together as a City
- ▣ How is it going so far?

City's Building Permit Software

- ▣ Accela Automation is standard government software that maintains permitting, planning, code enforcement, fees, inspections, etc.
- ▣ GIS layers available
- ▣ Scripting available to customize processes

Process Improvements

PRE-VIOLATION PROCESS	CURRENT PROCESS
Automatic Flood Zone Determinations	Automatic Flood Zone Determinations - Locked
Automatic "FEMA Warning" Conditions (holds) on parcels in the floodplain	Automatic "FEMA Warning" Conditions (holds) on parcels in the floodplain on ALL building permits
Training for City Staff	Training for City Staff
	Additional Conditions (holds) for specific types of permits
	Weekly review of building permits
	Automated inspections to collect Elevation Certificates

Automatic Condition

	Condition Name	Status	Apply Date	Severity
	Hold Harmless Agreement	Applied	04/21/2009	Notice
Condition Status:	FEMA WARNING	Met	04/21/2009	

Result (3800 Sardinia) COM-1002962 COM-1002187 RES-0801649

Building Permit ID: RES-0904147

Submit Reset Cancel Help

Condition Detail Condition History

Group * Type * Inheritable *

Default UTILITIES No

Condition Name * Effective Date Expiration Date

FEMA WARNING 04/21/2009

Status Severity

Met(Not Applied) --Select--

Comments [Standard Comment](#)

The flood zone designation for this parcel may have changed. All new construction, additions and substantial improvements must meet FEMA regulations.

[check spelling](#)

Applied by User * [Current User](#) Applied by Dept * [Current Department](#) Applied Date *

--Select-- CDD-Building Division 04/21/2009

Resolution Action

[check spelling](#)

Action by User [Current User](#) Action by Dept [Current Department](#)

--Select-- CDD-Building Division

Additional Conditions

- ▣ Improve use of technology and management oversight

- ▣ Additional Conditions are automatically placed on the permit application based on:
 - Type of building permit being applied for;
and

 - If New Construction or Substantial Improvement/Damage

Building Permit Types

New Construction	Substantial Improvement/Damage	Non-regulated Permit Types
Gas or Liquid storage tanks	Additions	Pools
Moved Buildings	Remodels	Fire Equipment
New Residential	Tenant Improvements	Signs (non-detached to structure)
New Commercial	Repair - maintenance	Master Plans
Detached Garages	Code Enforcement cases	Demolition
Sheds (> 120 sq ft)	Minors	

New Construction

- ▣ An automatic “Elevation Certificate Required” condition is placed on the permit application
- ▣ Permit cannot be issued until an Elevation Certificate at “Construction Drawing” stage is submitted

	Condition Name	Status	Apply Date	Severity	Action By
Condition Status:	HOLD HARMLESS AGREEMENT	Resolved	03/31/2010		Connie Perkins
	ELEVATION CERT REQUIRED	Resolved	03/31/2010		Connie Perkins

Submit Reset Cancel Help

Condition Detail

Condition History

Group *

Default

Type *

FLOOD

Inheritable *

No

Condition Name *

ELEVATION CERT REQUIRED

Effective Date

03/31/2010

Expiration Date

Status

Resolved(Not Applied)

Severity

--Select--

Comments

[Standard Comment](#)

Elevation Certificate is required prior to issuance of a building permit for NEW CONSTRUCTION or SUBSTANTIAL IMPROVEMENT (50% or more of the market value of the existing structure). Direct questions to the Floodplain Management Information Line at 916-808-5061.

[check spelling](#)

Applied by User * [Current User](#)

George E Oswell

Applied by Dept * [Current Department](#)

CDD-Building Division

Applied Date *

03/31/2010

Resolution Action

Elevation Certificate submitted with plans.

[check spelling](#)

Action by User [Current User](#)

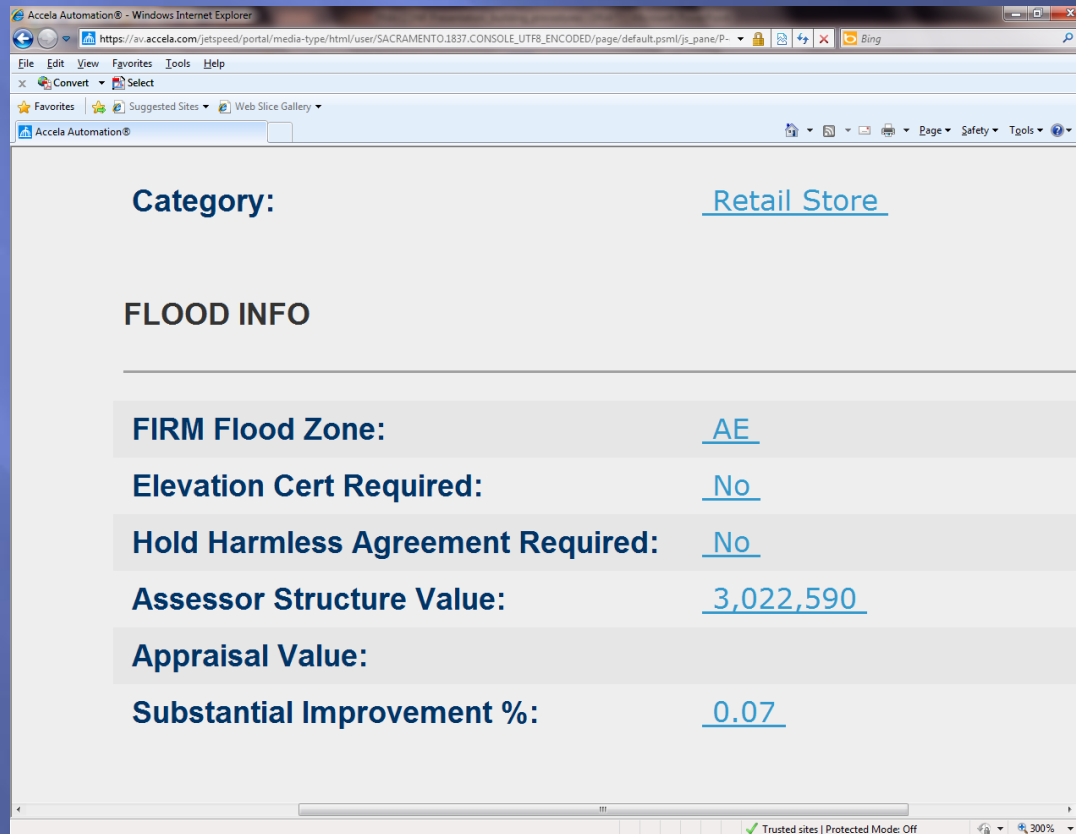
Connie Perkins

Action by Dept [Current Department](#)

Utilities

Improved Processes – Substantial Improvement/Damage

- Accela automatically pulls the County Assessor's value and calculates the percentage



The screenshot shows a Windows Internet Explorer browser window displaying the Accela Automation interface. The browser's address bar shows the URL: https://av.accela.com/jetspeed/portal/media-type/html/user/SACRAMENTO.1837.CONSOLE_UTF8_ENCODED/page/default.phtml/js_panel/P-. The page content includes the following information:

Category:	Retail Store
FLOOD INFO	
FIRM Flood Zone:	AE
Elevation Cert Required:	No
Hold Harmless Agreement Required:	No
Assessor Structure Value:	3,022,590
Appraisal Value:	
Substantial Improvement %:	0.07

The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and a zoom level of 300%.

Improved Processes – Substantial Improvement/Damage

- ▣ If percentage is greater than 40%, then the application is automatically placed in “Triage” for review
- ▣ “Triage” can only be resolved by the Floodplain Manager

Improved Processes – Substantial Improvement/Damage

Submit Assign Reset Calculate Hours Cancel Help

Task Details Attachments (0)

Workflow Tasks

- Tech Review
- Triage
 - Review Begin
 - Residential
 - Structural
 - Mechanical
 - Site
 - Design Review
 - Preservation
 - Fire
 - Utilities
 - Development Engineering
 - Electrical
 - Plumbing
 - Landscape Architect
- Formal Review
- Process
- Ready To Issue
- Issued
- Closure

There currently are no ad hoc tasks defined.

Task Details - Utilities

Assigned Date
Assigned to: Tony Bertrand

Due Date
Assigned to Department: Utilities

New Status *
--Select--
Flood Restrictions Apply
No Flood Restrictions
Note
Pending
Triage Approved
Triage Correction
Withdrawn

Status Date *
08/15/2011

Action By Department * Current Department
Utilities

End Time
: :

Billable Overtime

Comments

[Standard Comment](#)

[check spelling](#)

Comment Display in ACA

- All ACA Users
- Record Creator
- Licensed Professional
- Contact
- Owner

Display Comment in ACA

Task Specific Information

Appraisal Value _____ (Number)

Substantial Improvement % _____ (Number)

Done

Trusted sites | Protected Mode: Off

100%

Improved Processes – Substantial Improvement/Damage

- Once released from “Triage”, the Flood Information section will be updated on the permit.

FLOOD INFO	
FIRM Flood Zone:	<u>AE</u>
Elevation Cert Required:	<u>No</u>
Hold Harmless Agreement Required:	<u>No</u>
Assessor Structure Value:	<u>21,273</u>
Appraisal Value:	<u>42,498</u>
Substantial Improvement %:	<u>28.9</u>

The “Scare”

- ▣ The “Scare” with the building permit violations opened staffs’ ears
 - Community Development Department (CDD) Staff were afraid to make decisions
- ▣ 3 staff in the CDD have obtained their CFM since the violations
- ▣ Learned to work together as a City to implement floodplain regulations

How is it going so far?

- ▣ The process is tedious at times and puts a lot of extra work on the Floodplain Manager
- ▣ Sometimes applicants have to wait a day or two to get their “FEMA” holds released
- ▣ Can still have human error – important to train City Staff at least on a yearly basis
- ▣ Always have exceptions to the process

Any questions?