

TASK 1 – COST/BENEFIT ANALYSIS MATRIX FOR HOMEBUILDERS (Part 1)

Jurisdiction A – Using I.T. in Building Regulatory Process or Jurisdiction B –Not Using I.T. in Building Regulatory Process

INSTRUCTIONS TO COMPLETE FORM

THANK YOU FOR PARTICIPATING IN THIS PROJECT: Please complete the attached two homebuilders' forms as you go through the building regulatory and construction processes as you build the same model home in two different jurisdictions.

The form for Jurisdiction A is to be completed for the home you are building in the jurisdiction using information technology for one or more building regulatory process (e.g. online permitting and permit tracking; online plan submittals; online inspection requests and/or field inspections, etc.).

The form for Jurisdiction B is to be completed for the same model home that you are building in a jurisdiction not using information technology in any of its building regulatory processes.

START/COMPLETION INFORMATION: You will be filling in the start day and time on these forms for each permit for which you apply (electrical, mechanical, plumbing, etc.) and then monitoring and marking down the date the permit has been received from the jurisdiction. The start time/day is the actual time you deliver either electronically (in Jurisdiction A) or by hand (visiting the building department in Jurisdiction B). Completion time will be when you actually receive the permit from either jurisdiction.

Plan submittals, review and approvals and calling for and scheduling inspections and time frames for inspection completions are to be logged in the same fashion. Please note on both forms whether or not inspections being done are by combination inspectors.

Under the final category "Interface with other Agencies", please note what other agencies within both jurisdictions you must file permits for and note the start and completion times for filing and then receiving each of those permits. (We are gathering this information as a side issue.) Please do, however, note whether or not that "Other Agency" is using information technology to process your permit.

COST - COST - TOTAL COST: In the Cost categories, please complete these for the homes you build in Jurisdictions A & B as well. We are asking you to provide the Alliance with information on your labor costs (hours of labor and rates involved) for the amount of time it takes you to comply with the building regulations. That would be the amount of time and rates of your personnel (either your direct employees or any expeditors/third parties you may use) involved in preparing and submitting and tracking the permits for which you apply and receive. We also are seeking the hours and rates for all of your employees involved in calling for and scheduling inspections and then the hours and rates of those workers on the construction site who are actually waiting for an inspection to be conducted. (We are looking to compile data on "down

time", lost labor while waiting for an inspection.) Likewise, please provide similar hours and rates for labor (if any) that may be involved in waiting from the time each inspection is completed and when you receive that inspection report.

The Cost of Money/Loans During Time column is a daily rate at each of the stages of the construction and building regulatory process. Just give us that rate and we will multiply it by the time that elapses between the Start and Completion columns for each regulatory event. The Cost-Hours of Labor plus the Cost of Money will then equal the total cost to complete. This is the column we will then be comparing between the two jurisdictions.

The Alliance recognizes that most jurisdictions that use I.T. in their building regulatory process only use hardware and software for one, two or three processes (e.g. online permitting, online plan submittals, inspection scheduling, field inspections, etc.). We request, however, that you complete this form for Jurisdiction A for all of the regulatory processes including those where IT is not being applied. This information is useful in helping that jurisdiction perhaps later consider expanding its use of I.T. to cover these areas as well.

IF YOU SHOULD HAVE ANY QUESTIONS ON HOW TO COMPLETE THIS FORM, PLEASE CALL CAROLYN FITCH AT NCSBCS, 800 362-2633, EXT. 238 FOR ASSISTANCE.

THANK YOU FOR PARTICIPATING IN THIS PROJECT!

TASK 1 – COST/BENEFIT ANALYSIS MATRIX FOR HOMEBUILDERS (Part 1)

Jurisdiction A – Jurisdiction Using I.T. in Building Regulatory Process

Name of Builder _____ Name of Jurisdiction _____

Regulatory Function/Task	Day/ Time Start	Day/ Time Complete	Cost/ Hours of Labor	Cost of Money/ Loans During Time	Total Cost to Complete
Permit Applications - List each permit - Electrical - Mechanical, etc.					
Permit Tracking					
Plans Submittals Review & Approval					
Plans Tracking					
Calling/Schedule Inspections					
- Foundation					
- Electrical-Mechanical					
- Structural					
- Final					
Inspections Completed					
- Foundation					
- Electrical-Mechanical					
- Structural					
- Final					
Field Inspection Report Received					
Certificate of Occupancy Received					
Interface with other Agencies (zoning, fire, water, sewer)					

Compile fees and note what regulatory processes are covered in each jurisdiction, including what inspections and permits are required.

TASK 1 – COST/BENEFIT ANALYSIS MATRIX FOR HOMEBUILDERS (Part 1)

Jurisdiction B – Jurisdiction **Not Using** I.T. in Building Regulatory Process

Name of Builder _____ Name of Jurisdiction _____

Regulatory Function/Task	Day/ Time Start	Day/ Time Complete	Cost/ Hours of Labor	Cost of Money/ Loans During Time	Total Cost to Complete
Permit Applications - List each permit - Electrical - Mechanical, etc.					
Permit Tracking					
Plans Submittals Review & Approval					
Plans Tracking					
Calling/Schedule Inspections					
- Foundation					
- Electrical-Mechanical					
- Structural					
- Final					
Inspections Completed					
- Foundation					
- Electrical-Mechanical					
- Structural					
- Final					
Field Inspection Report Received					
Certificate of Occupancy Received					
Interface with other Agencies (zoning, fire, water, sewer)					

Compile fees and note what regulatory processes are covered in each jurisdiction, including what inspections and permits are required.