

TASK 1 – COST/BENEFIT ANALYSIS MATRIX FOR JURISDICTIONS (Part 2)

INSTRUCTIONS TO COMPLETE FORM

THANK YOU FOR PARTICIPATING IN THIS PROJECT: Please complete the attached form as the above homebuilder moves the above construction project through your jurisdiction's building regulatory system. Our objective in this project is to gather reliable data concerning the savings that can be achieved by both homebuilders and building departments through the effective application of information technology in the building regulatory process.

Whether your jurisdiction is participating in this initiative as one that is using information technology in one or more of your regulatory processes or is not at present using such technology, we are asking you to complete the same form and compile the same data for this particular building project.

We also are requesting that one individual in your agency be designated as the person to compile the data we are requesting you to provide on this form. This assures us of uniform understanding and interpretation of the data we are gathering. We have provided a place for you to place the name of that individual.

START/COMPLETION INFORMATION: You will be filling in both the start and completion day and time on your form for each of the permits that are applied for by the homebuilder or their agent. The start time is the day and time that the homebuilder or their agent first submits their permit application to you (either electronically or by hand/mail/courier). The completion day/time is the time you issue each of these permits to the homebuilder (or their agent).

The same start/completion applies to permit tracking, plan submittals, reviews and approvals, plans tracking, calls for inspections, scheduling inspections and completing each of the inspections. If your jurisdiction uses a combination inspector to conduct one or more field inspection, please so note on this form.

Regarding the interface with other agencies, please note which other agencies you provide permitting or inspection information to as a part of your regulatory system. We are not seeking detailed information at this time from those sister agencies, but we would like to know which ones are involved and the approximate amount of time they take issuing their permits and approvals as well.

COST - TOTAL COST: We are seeking comparative information here on the costs of your staff's labor (need rates and hours) to complete each of the regulatory functions related to this particular home being built in your community. Since most jurisdictions do not burden their employee's labor rates with that jurisdiction's overhead costs, we are asking you to provide us with a daily rate for your administrative costs associated with each regulatory function. We then will multiply that rate by the number of days it takes to complete that regulatory function, add it to the labor costs to give us the "Total Costs to Complete."

GENERAL COMMENT: The Alliance recognizes that even those jurisdictions using information technology in their building regulatory process probably only use such technology in at most two or three regulatory areas (e.g. online permitting/tracking, electronic plans submittals, voice response systems for calling for and scheduling inspections, field inspections using lap tops or PDA's).

We request, however, that if you are our I.T. Jurisdiction involved in this project that you complete the data matrix for all of the regulatory areas. This will provide information that you may find useful later in helping support your future efforts to gain approval for applying hardware and/or software to those regulatory functions.

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

THANK YOU AGAIN FOR PARTICIPATING IN THIS PROJECT

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Name of Jurisdiction: _____ Name of official completing this form: _____

Name of homebuilder participating in this project: _____

Model of home: _____

Address/Location of home being built: _____

Are you using information technology hardware or software in your building regulatory processes? ____ Yes ____ No

If yes, for what regulatory processes are you using I.T.? (Please list)

Regulatory Function/Task	Day/ Time Start	Day/ Time Complete	Cost/ Hours of Labor	Administrative Cost 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 Reports Received					
Certificate of Occupancy Received					
Interface with other Agencies (zoning, fire, water, sewer)					