



CITY OF AUSTIN  
**Development**  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

# **Building Plan Review & Inspections Quarterly Stakeholder Meeting**

**November 19, 2019**

# Agenda

- Commercial Plan Review – Mitchell Tolbert/ Jennifer Verhulst
- Residential Plan Review – Susan Barr
- Expedited Plan Review – Brenda de la Garza
- Engineering Review – Alan Woo
- Customer Experience Unit – Tera Villaret/ Rick Holloway
- Building Inspections – Rick Holloway
- Announcements – John McDonald/ Emily Booth
- Questions & Answers – Jennifer Verhulst

# Commercial Plan Review

## Staffing Updates

- Promotions: no new promotions
- New Hires:
  - Temporary Building Reviewer: Farhana Yasmin
- Vacancies:
  - Mechanical Reviewer
  - Building Reviewer (Temporary)

# Commercial Plan Review

## Process Improvements

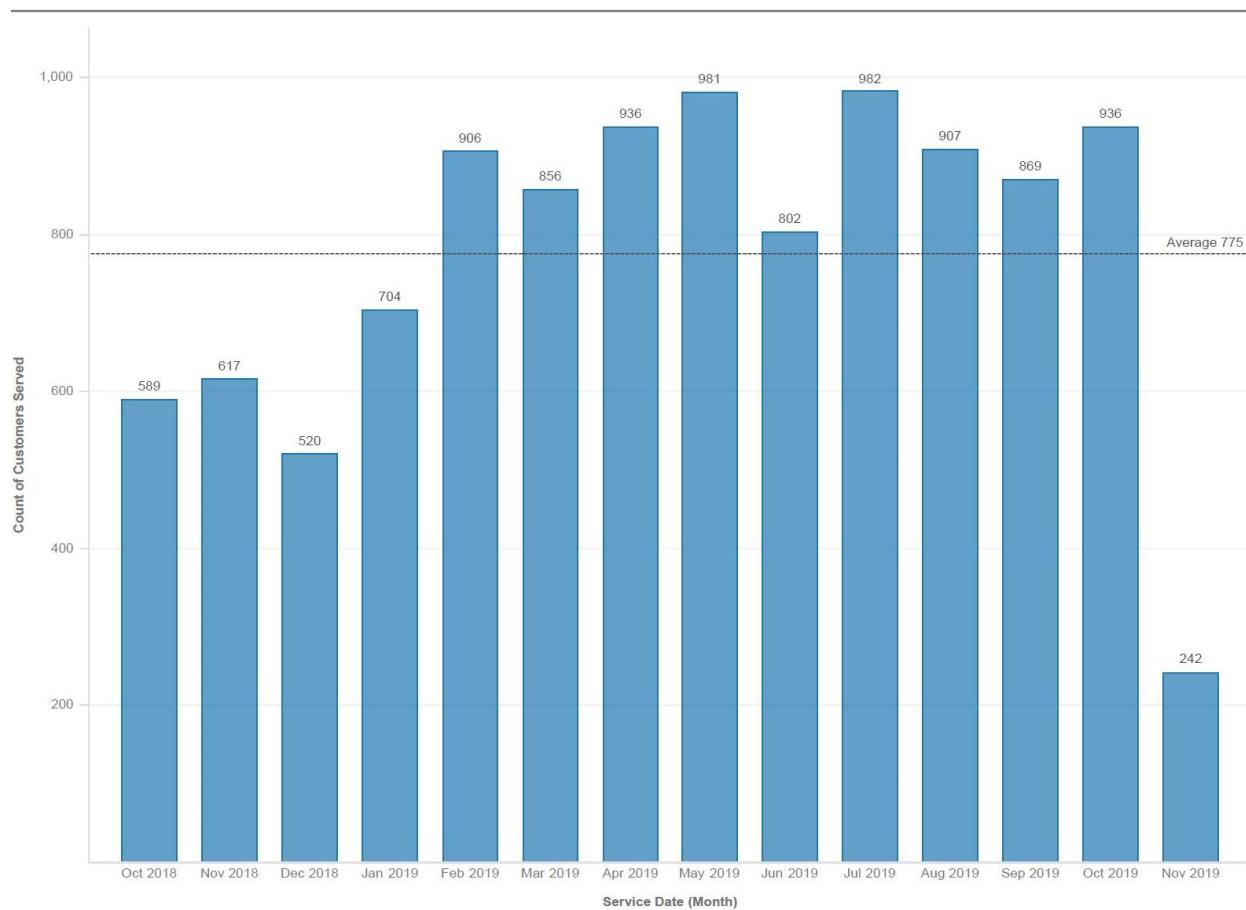
- Trade Only Permits (standalones) and ESPA's
  - » New FY20 fee for Standalone Reviews

## Performance Updates

- Commercial Plan Review continues to exceed mandated on time goal of 90% (currently at 91%)

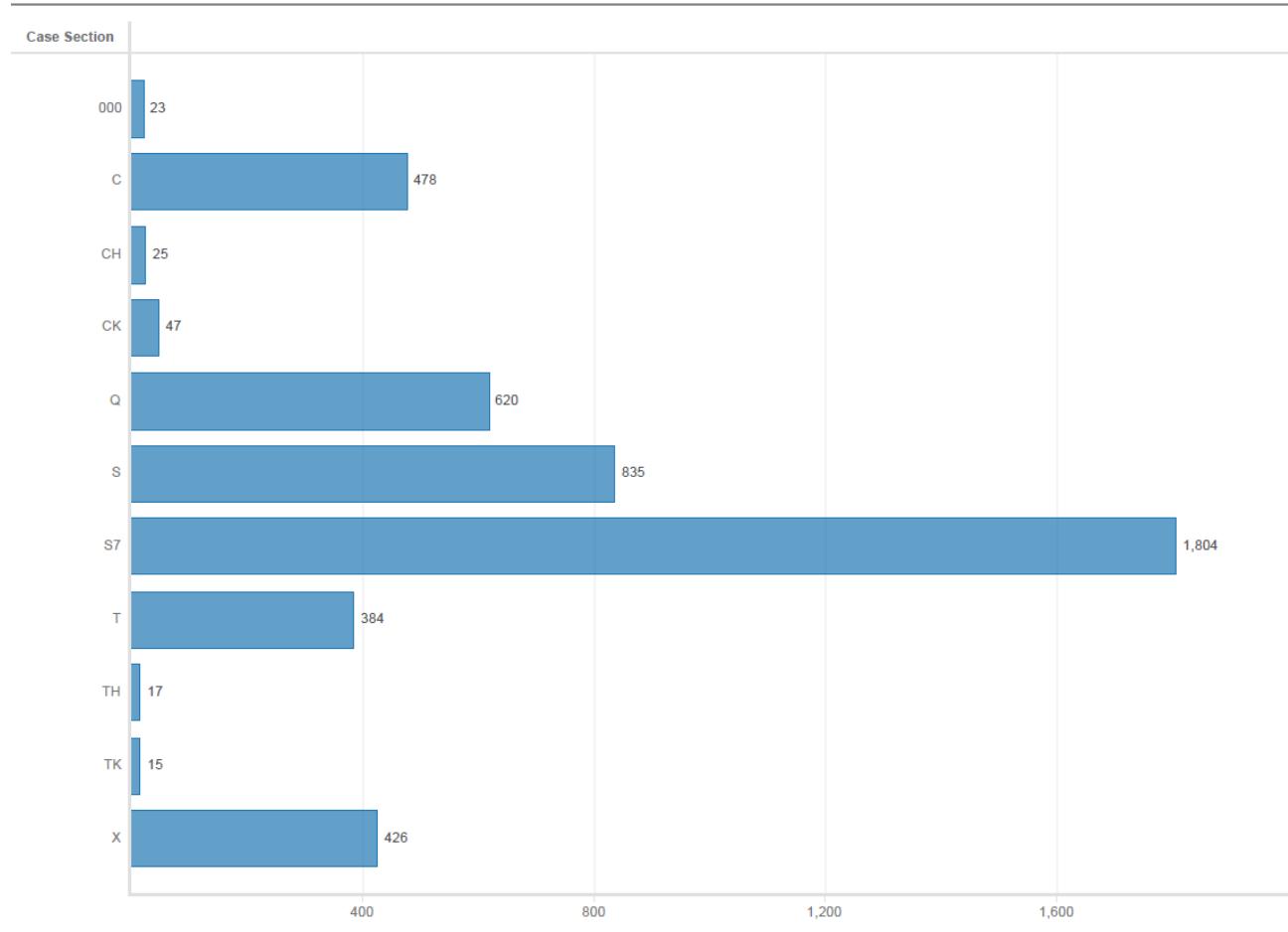
# Commercial Plan Review

## Total Customers Served FY19



# Commercial Plan Review

## FY 2020 YTD Case Load



# Commercial Plan Review

## Code Amendment: Diaper Changing Accommodations

- Ordinance No. 20191114-008 approved November 14, 2019
- Applies to new construction and major renovations of buildings containing the following uses of a building or structure, or a portion thereof, for:
  - Assembly
  - Mercantile
- Regulatory Requirements:
  - Minimum of one diaper changing accommodation in a publicly available and accessible restroom on each of a building's floor levels
  - Available to all genders
  - Signage to identify restrooms where diaper changing stations are present
  - Meets all federal, state, and local accessibility standards

# Commercial Plan Review

## Code Amendment: Diaper Changing Accommodations

- Exceptions:
  - For major renovation of existing facilities, Building Official may modify the requirements if it is determined that:
    - » Spatial or structural limitations will not accommodate a compliant diaper changing station
    - » Installation of a compliant changing station will make the public restroom noncompliant with federal, state, or local accessibility and safety requirements
- Effective: January 1, 2020

# Residential Plan Review

## Staffing Updates

- Promotions:
  - Will Clifton promoted to Plans Examiner C
- New Hires: no new hires
- Vacancies: no vacancies

# Residential Plan Review

## Process Improvements

- Consultation fee administration clarification language added to Residential Plan Review website
- Residential Intake Supervisor now reports to Tera Villaret

# Expedited Plan Review

## Staffing Updates

- Promotions: no new hires
- New Hires: no new hires
- Vacancies:
  - Team 1 Engineer C (Structural Review)
  - Team 2 Plans Examiner C (Mechanical Review)
  - Team 2 Industrial Waste Reviewer (Austin Water)
  - Team 2 Tree Reviewer on Military leave

# Expedited Plan Review

## Residential Update

- Influx of submittals has caused scheduling delays (2 ½ - 3 weeks)

## Commercial Update

- Slots are available first week of December

Expedited will hold normal business hours during the holidays with the exception of City closure dates.

November 28 and 29 | December 24 and 25

January 1

# Engineering Review

## Staffing Updates

- Promotions:
  - Eliud Buenrostro promoted to Structural Engineer C
- New Hires:
  - Juan Ponce – Structural Engineer B (Commercial)
- Vacancies: Structural Engineer B or C (Expedited)

# Engineering Review

## Professional Seals/Signatures/Dates/Texas Firm Registration Process Reminder

- Architectural plans prepared by registered architect:
  - Signed/ sealed/ dated on each plan sheet
  - Date indicated on construction document title blocks is acceptable as a signature date
- Engineering plans prepared by a license professional engineer:
  - Signed/ sealed/ dated with the Texas Firm Registration Number affix on each plan sheet
  - Signature date shall be placed adjacent to the seal and must be independent of the date shown on construction document title block

# Customer Experience Unit

## Staffing Updates

- New Hires:
  - Commercial
    - » Amanda Stark – Administrative Assistant (Plan Management)
    - » Planner 2 starting 11/18/2019
    - » Planner 1 starting 11/25/2019
    - » Planner 1 starting 11/25/2019
  - Residential
    - » Lauren Shimotsu – Intake
    - » Intake starting 11/25/2019
- Vacancies: None

# Customer Experience Unit

## Commercial Reminders/ Updates

- Quick Turnarounds (QT)
  - MEP
    - » Plans are required for MEP Permits/Inspections
    - » Written scope of work (SOW) sufficient for small projects  
(Note: this is up to the reviewer to determine if the SOW is sufficient)
  - Revisions
    - » QT Revisions are permitted for changes in building scope of work only.
    - » If the Revision includes any changes to MEP scope of work, the MEP reviewers must review it and it would not qualify as a QT.

# Customer Experience Unit

## Commercial Reminders/ Updates (continued)

- Process Improvements
  - Currently pulling data to evaluate how DSD related reviews are being processed
  - Once the data is collected, we will evaluate, recommend and implement changes

# Customer Experience Unit

## Residential Reminders/ Updates

- Express Permit
  - Exploratory permit to remove or repair in excess of 64 square feet of sheet rock will only result in a building permit
  - Trade permits not allowed to be added to this permit type

# Customer Experience Unit

## Service Center



	Walk-In Customers	Permits Issued
August	5,017	3,266
September	4,645	2,520
October	4,882	3,021
	<b>14,544</b>	<b>8,807</b>

## Pilot program begins December 2

- Select applicants will participate in appointment-based issuing of permits
- If successful, could be expanded to Intake groups
- Model for Planning and Development Center operations

# Building Inspections

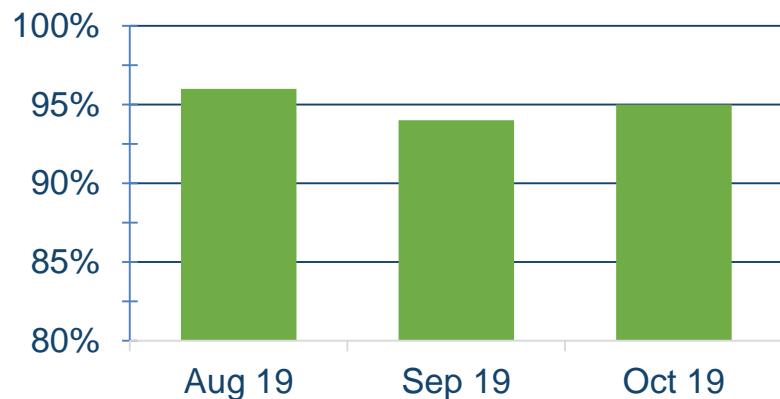
## Staffing Updates

- Promotions: no new promotions
- New Hires:
  - Commercial
    - » Todd Wilcox, Division Manager
    - » Ryan Buchanan, Inspector C
  - Residential
    - » Phillip Burns, Inspector C
    - » April Mamoe, Inspector C
- Vacancies:
  - Inspection Supervisor, Residential

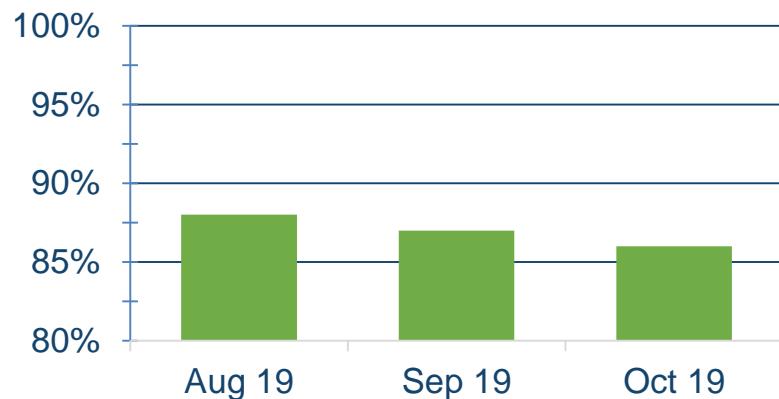
# Building Inspections

## Percent of On-Time Inspections

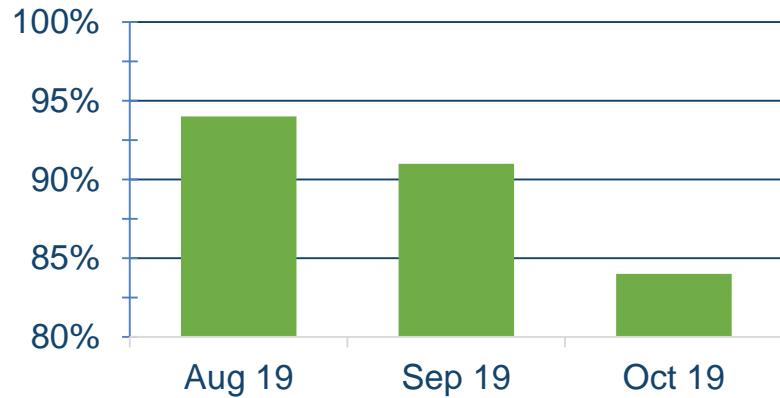
### Commercial Building



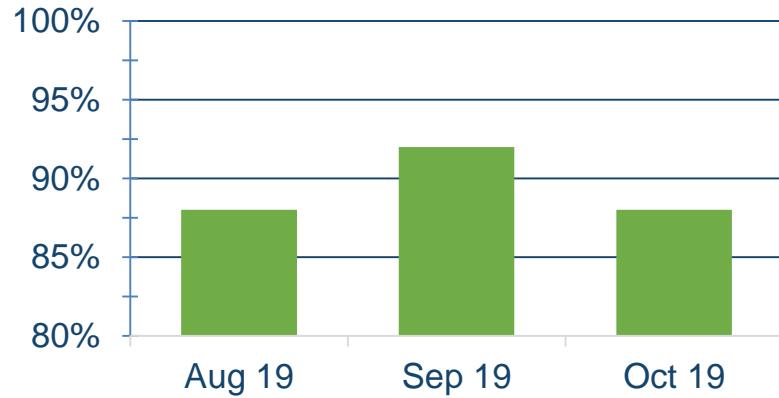
### Commercial Mechanical



### Commercial Electrical



### Commercial Plumbing



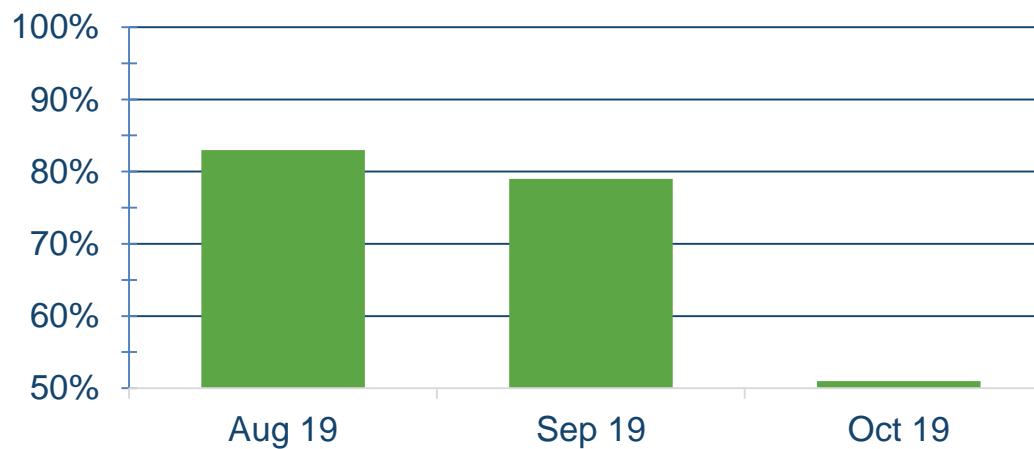
# Building Inspections

## Percent of On-Time Inspections

### Residential Building



### Residential Electrical



# Building Inspections

## Number of Inspections

Commercial				
	Building	Electrical	Mechanical	Plumbing
August	2,725	2,827	957	3,044
September	3,725	2,545	914	2,587
October	2,910	3,195	1,442	2,987
	<b>9,360</b>	<b>8,567</b>	<b>3,313</b>	<b>8,618</b>

Residential		
	Building	Electrical
August	10,535	5,129
September	9,640	4,114
October	9,143	4,869
	<b>29,318</b>	<b>14,112</b>

# Announcements

## Proposed Amendments to the Environmental Criteria Manual

- Section 1.4.2 City of Austin Erosion and Sedimentation Control Policy
- Section 1.4.3 Definitions (in accordance with TPDES General Permit and COA Technical Manuals)
- Section 1.4.4 Plan Development and Implementation
- Section 1.4.5 Temporary Structural Practices
- Standard Specification Series 600 Details 642S (Silt Fence), 648S (Mulch Sock), and 628S (Triangular Sediment Filter Dike)

# Announcements

## **City of Austin – Watershed Protection RSMP and UWSCF Payment Structure Updates**

*What:* Presentation of Changes based on recently-completed study

*When:* November 22, 2019 from 9:30am to 11:30 am (this Friday)

*Where:* One Texas Center, Room 325 (this room)

Study Report and supplemental technical memo are available on the RSMP website at [www.austintexas.gov/RSMP](http://www.austintexas.gov/RSMP)

Contact Emily Booth or Tom Franke for more information

[Emily.Booth@austintexas.gov](mailto:Emily.Booth@austintexas.gov)

[Tom.Franke@austintexas.gov](mailto:Tom.Franke@austintexas.gov)

# Thank you!

*See you in 2020 for our next Quarterly Stakeholder Meeting  
Have a safe and wonderful holiday season!*