

CBIA-County Builder Round Table
Meeting Notes of 01.08.20

Builder Questions for Discussion:

-In CityView, is there anyway to have more consistency on file names to ensure that applications and plans are clearly separated?

Rich shared that Amy Kuperman continues to work on reorganizing and updating how electronic submittals are grouped and named for future permits. Staff is currently in the process of scanning all paper records, possibly a 2 year project. Rich will share customers experience searching files in the records section with Ken and Rose for possible improvements on how folders and files are organized and named.

-Contractor was not notified of an expired permit; only homeowner was notified via postal mail. Obviously this caused a problem when the homeowner contacted the builder and he had no knowledge of the issue. What is the current notification process for closing out expired or open permits? Rich shared that expired permits/open invoices previously were only sent to the Contractor.

However, the current procedure includes notices to the contractor and homeowner/client via postal mail. Unsure what may have happened on this particular example as the contractor checked to see if county had the correct email contact and address for the company. Rich asked CBIA to remind members to close-out their permits by running a permit report in CityView. Rich additionally shared that the migration of the data to CltyView is a work-in-progress. Due to having over 77,000 expired permits pending to close-out, the County staff is considering implementing a statute of limitations for older permits in the system because validation is harder based on how far back they relate.

-“Structures in Easements” ...Can we get clarification on whether fences are allowed in easements? Rich shared that the issue goes to the Board of Commissioners on January 14th. Kathy to reach out to Matt for further clarification prior to Commission meeting and share with members.

-Can the County kiosk login be updated to show only the contacts for the section being referenced? Currently, the list includes all staff members and if the kiosk user does not know the contact name, they have to go through the entire listing of staff members. In addition, can sign-in response wait time be improved? Rich will look into improving the Kiosk listing and provide updates at BRT meetings. As well, he mentions he will share our waiting response time suggestion with staff.

- Can the contractor schedule a partial inspection so the inspector knows when passed it will load another inspection. Rich discussed that the system cannot function that way and that the inspector is responsible for managing partial inspections correctly, resulting properly and note lining each.

-Is there a way to group and sort inspections by inspection code and make rejection comments and conditions easier to see on the portal.

Rich said that improvements to the portal and the ability to sort has been a topic that has been discussed and being looked into by CityView.

-Are CO notifications timeline improvements part of the CityView development? Can these timelines become more consistent? Rich explained that they continue to develop improvements for CityView and address not only notification improvements but glitches, data sorting, etc. He will provide updated improvements as they are implemented into the system.

-Can an update be provided on the automated payment process? Kathy will check with Ken Kovinsky and let members know.

Building Administration Topics/Discussion:

-New Stamp: Rich shared county goal with this is to simplify the process for all parties involved to include synchronizing auto pay. See attached new stamp information from Jonathan Walsh which is scheduled to go into effect February 1, 2020. Rich shared the County will only stamp front page. Members requested that Rich check with Jonathan to see if all pages could be automatically stamped so that professional reviewing page would know it was part of the approved plans. Rich will check on this and let us know.

- The Building Plan Review and Inspection Division is looking for input.

Please take the online survey

<https://colliercounty.co1.qualtrics.com/jfe/form/SV_71xycucB73k5A8t>.

The next CBIA-County Builder Round Table is scheduled for 3:30-4:30 p.m., Wednesday, February 12, 2020 at CBIA.