



City of Stevenson

Leana Johnson, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: Vision Permitting Software
Meeting Date: March 15, 2018

Executive Summary:

At the last council meeting the topic of adopting Smart City initiatives was discussed and one example was permitting software. Staff received a quote for an add-on permit module to the current financial software of \$10,000 for the initial installation and training with an annual cost of \$975 for support.

Analysis:

The city currently uses an excel spreadsheet to track information related to building permits. There are no automatic notifications of whether a permit is expiring or when the reviews by other departments have been completed. The process is also dependent upon physical paper checklists and applications which can cause delays. If a person requests the status of their permit, the only way is to ask the building inspector as there is no other way to communicate where the permit is at in the process.

This software will improve communication and the efficiency of the building department in multiple ways:

- Improve communication between the permit applicant, reviewing departments and building inspector by sending notifications when an inspection or review is completed.
- Improve workflow by notifying departments when they need to conduct a permit review.
- Ability to integrate with outlook calendar.
- Alerts and notifications for when a permit is about to expire.
- Ability to run reports to check backlog, view trends, etc.
- Ability to take photos, download and attach to permit in the field.
- Provides clear writing on inspection reports.
- GIS/Mapping integration to inform where building is taking place or permits have been pulled.
- Connection to Financials for easier payment application and confirmation of payment.

Overall the permit module will allow the city to operate in a more organized manner and have a more professional appearance.

Conclusion:

Staff has been looking for ways to improve the permit process. This will achieve that goal without having to spend time creating something out of excel. While it is difficult to see initial time or cost savings with this software, it will improve the overall operations and communication of the permitting process.