



North Central Texas Council of Governments

SUMMARY

Electronic Plan Review Stakeholder Meeting

Tuesday, September 25, 2018

Large Conference Room, 4th floor

NCTCOG Offices, Center Point III

600 Six Flags Drive, Arlington, Texas 76011

1. Welcome and Introductions

9:00 AM to 9:05 AM

Ryann Cline, NCTCOG

Ryann Cline, NCTCOG, welcomed meeting attendees and attendees introduced themselves.

2. Overview of 2018 Regional Model Construction Code Survey Results

9:05 AM to 9:15 AM

Ryann Cline, NCTCOG

NCTCOG will provide an overview of the 2018 Regional Model Construction Code Survey results, as they pertain to the Electronic Plan Review process in the North Central Texas Region.

Ryann Cline, NCTCOG, gave an overview of the 2018 Regional Model Construction Code Survey results that were collected in January of 2018. NCTCOG provided pertinent data to the meeting attendees that would help guide the rest of the meeting conversation such as how many respondents require the submittal of plans via electronic format and example naming conventions.

3. Discussion of Common Protocols used by Cities in the North Central Texas Region

9:15 AM to 9:45 AM

Wayne Snell, City of Lewisville

Attendees will discuss common plan review protocols (i.e. naming conventions) used in their city.

Wayne Snell, City of Lewisville, facilitated a discussion over the common protocols cities in North Central Texas use during the plan review process. Discussion was opened up to meeting attendees to express how the electronic plan review process occurs in their city.

- City of Lewisville: does not utilize a naming convention; however, they believe it would greatly decrease the processing time.
- City of Coppell: their naming convention consists of the last six digits of the permit issued.
- City of Plano: their naming convention in the fire department includes the address of the building and the permit number.

A discussion followed regarding the differences in naming conventions between public and private entities. The group determined that a recommended standardized naming convention for the region would be a beneficial deliverable from the Electronic Plan Submittal Subcommittee and suggested using a modified version of the American Institute of Architects (AIA) standard.



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4. Discussion of Electronic Plan Review Process in North Central Texas

9:45 AM to 10:25 AM

Christine Hadley, City of Irving

Attendees will discuss what they are currently using for the electronic plan review process and what their entity has found to be successful/unsuccessful.

Christine Hadley, City of Irving, facilitated a discussion over the software that entities are currently using to conduct their electronic plan reviews and what they have found to be successful/unsuccessful.

The following software was discussed by the group:

- TrackIt,
- EnerGov,
- My Government Online,
- BlueBeam, and
- e-PlanSoft.

Overall, attendees who utilized TrackIt described it as a good tool but they had experienced many issues with the customer service. Attendees said EnerGov was not a user friendly software but that customer service was excellent. Lewisville stated that they were looking into a software developed by a Council of Governments in Louisiana called My Government Online and that this software has lower fees than others and works with many different online servers. Arlington announced that they are switching to e-PlanSoft and will be integrating the software with their other software, Amanda. As a group, the attendees agreed that a software with a good record retention tool and compatibility with ArcGIS is beneficial for a plan review software.

5. Brainstorming Discussion

10:25 to 11:00 AM

Eric Claycamp, Hahnfeld Hoffer Stanford

Attendees will provide feedback regarding functional requirements needed in a plan review software and protocols for a plan review guidance document.

Eric Claycamp, Hahnfeld Hoffer Stanford, facilitated a discussion over desired functional requirements that the attendees would need in a plan review software. The following requests were made for both functional requirements and protocols for plan review:

- The software must be compatible with:
 - GIS
 - City's Financial System
 - BlueBeam
- The software should be web based and compatible with:



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- Windows
- IOS Android
- Cloud
- Good Record Retention Capabilities
- Capabilities for Customer Interface:
 - Web based
 - Queries
 - Review notes on plans
 - Access to GIS data
- Capabilities for City Interface:
 - Email reminders
 - Plan tracking
 - Access to archives
 - CIP programs
- Capable of Handling Multiple Levels of Access
- Comprehensive Reporting Capabilities
 - Statistics
 - Status of plans
 - Financial reporting
- General and rigid naming convention for entities to choose from
- Comprehensive Instructions on how to use the plan review software

Attendees then discussed next steps for the Electronic Plan Submittal Subcommittee. It was decided that the Subcommittee would meet again to discuss the feedback received at the stakeholder event and then begin developing an Electronic Plan Review functional requirements or guideline document.

6. Adjournment

If you have any questions regarding the event or agenda items, please contact Ryann Cline by phone at (817) 608-2363, or by email at rcline@nctcog.org.