

Department of Codes & Building Safety
2019 Annual Report to Metropolitan Council
On Paper Consumption & Postage Expenses

In accordance with Council Bill No. BL2008-248, this annual written report is submitted to the Metropolitan Council on February 3, 2020. We, at the Department of Codes & Building Safety, have made an extensive effort to be fiscally responsible in our use of paper and postage expenses as detailed below. As a general statement, the department scans all current project files, including correspondence and review documents, board meeting agendas and minutes, and other department-generated documents, for storage in our KIVA data program.

The Department no longer allows paper blueprints to be submitted for plans review – the use of our proprietary plans documentation project allows contractors to submit all plans and blueprints to be reviewed online. This provides for a faster turn-around time and less storage space. It is estimated that contractors/customers have saved approximately \$200,000 each year since implementation of this project.

The Department has the ability to electronically track development and construction projects from the initial stages through completion.

We recycle all hard copies of documents after they are scanned and stored on the web.

The Department, through the CityWorks system, encourages those in the general public (contractors, builders, developers, and the average citizen) to visit department websites for requested information. By use of electronic means, approximately 61.2% of all permits are issued online as opposed to customers coming into our offices.

The Department is attempting to eliminate hardcopies and we have continued to do so by sending documentation via e-mail or posting on our website.

In implementing CityWorks, the Department has been able to manage all land ownership and use, schedule and record inspections, issue and track permits, issue and track professional licenses and manage property violations – all on-line and without paper.

In addition, all inspectors of the Department (building, electrical, gas/mechanical, plumbing, property standards) have tablet laptops which allow them to eliminate paperwork by approving or denying inspections electronically.

Respectfully submitted:

Roy L Jones
Assistant Director
Department of Codes & Building Safety