The Honolulu ePlans System

An electronic plans review & permitting systems

HCPO 2017
September 21, 2017

Presented by the City and County of Honolulu
Department of Planning and Permitting
By Ken Schmidt, Mark Leoncio, & Moses Tupua
Ken Schmidt:

- Been managing the development of the City’s GIS for 23 years and has for over 14 years administered the development and operations of the City’s Permit Management Tracking System known as POSSE.
- Graduate of Texas State University with a B.A. degree in Geography.
- Recognized in 2011 as the City’s Manager of the Year and with the City’s GIS program, he has received several recognitions both locally and nationally. He is currently overseeing the deployment of the new “ePlan” system.
Mark Leoncio:

- Over 16 years of experience with SDD bridging engineering review, permitting, & inspections with technology.
- Worked as a Civil Engineer with focus on site grading and construction in City ROW. Also, administered ePlans for CP reviews.
- In 2015, joined the Honolulu Land Information System as GIS Analyst to support POSSE, Ranger, PMA, & the ePlans systems.
- Worked on the migration & deployment of new hardware & apps for mobile inspections, ePlans upgrade, BPs online, and recently the integration of the new SWQ rules into DPP’s business processes.
Moses “Moke” Tupua:

- In 2008, joined DPP’s Permit Issuance Branch as a permit clerk
- Knowledge of the permitting process and requirements, POSSE, and CityView
- Plays a major role in the development and day-to-day activities of the ePlans system
- In 2015, became a Residential Plan Examiner
PRESENTATION CONTENT

- A bit of history
- Why go electronic
- What is ePlans
- What are the benefits of ePlans
- Basics of ePlans submittal
- How does ePlans work: Workflow
A BIT OF HISTORY
HISTORY

- **July 2012**: The City launched the “Honolulu ePlans” program
- **October 2013**: Building permit applications for new residential and commercial buildings required to be submitted through ePlans
- **March 2015**: Added the review of Construction and Grading Plans
- **March 2017**: Upgraded ePlans (BIC)
WHY GO ELECTRONIC?
PROBLEMS

- Difficulty in managing myriads of paper projects
- Ever-increasing volumes of paper plans and documents
- Ever-increasing space and storage requirements
- Increasing microfiching and/or scanning
PROBLEMS

- Some paper plans and documents are not legible and clear
- Plans get misplaced and torn
- Difficulty in handling heavy and bulky plans
- Difficulty in tracking of plan’s review status
WHAT IS ePLANS?
An integration of the DPP’s existing permitting & database system (*POSSE*) and plan review software (*ProjectDox*)
National government trend

ProjectDox is the market leader in electronic plans review software, with over 140 sites across North America, and 2 sites across the Hawaiian Islands.
ePLANS PROJECT APPLICATION

SUBMIT APPLICATION

(CHECKLIST)

PO SSE

ProjectDox
ELECTRONIC SUBMITTAL SYSTEM:

- A familiar system - web-based
- Easily deployable and free
- Very easy and intuitive to learn
- Works with existing technology
- Works with the existing business processes
GO FROM PAPER TO DIGITAL

FROM THIS

TO THIS
<table>
<thead>
<tr>
<th>Applicants can:</th>
<th>Reviewers can:</th>
</tr>
</thead>
<tbody>
<tr>
<td>submit</td>
<td>markup</td>
</tr>
<tr>
<td>receive</td>
<td>comment</td>
</tr>
<tr>
<td>make comments</td>
<td>track</td>
</tr>
<tr>
<td>track</td>
<td>approve</td>
</tr>
<tr>
<td>publish plans</td>
<td>archive/access</td>
</tr>
</tbody>
</table>
WHAT ARE THE BENEFITS OF ePLANS?
BENEFITS

Customer Service:

- Online; no waiting in line with heavy plans
- Plan submission anywhere, anytime, with status updates
BENEFITS

Enhanced Communications:

- Better Coordination and transparency
- Instant notifications
- Concurrent, multi-user access
BENEFITS

Financial benefits:

- Reduce time, production & storage cost, and handling
- Reduce transportation time & fuel cost (better for the environment)
## COST SAVINGS EXAMPLE

<table>
<thead>
<tr>
<th>24&quot; x 36&quot; Print</th>
<th>Cost per Sheet</th>
<th>25 Sheets</th>
<th>15 Sets (1st Sub)</th>
<th>Approval 1 set</th>
<th>Prints 2-3 sets</th>
<th>As-Builts (1 set)</th>
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<tbody>
<tr>
<td>Bond</td>
<td>$2.00</td>
<td>$50.00</td>
<td>$750.00</td>
<td></td>
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<tr>
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<td>$300.00</td>
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<tr>
<td>Mylar</td>
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<td></td>
<td></td>
<td>$750.00</td>
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<td>$750.00</td>
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</table>

### Total potential cost for a 25-sheet project

- **Bond**: $900.00
- **Mylar**: $1,500.00

**Total**: $2,400.00 or more
TREND OF BP APPLICATIONS SUBMITTED VIA ePLANS

Building Permit Applications Utilizing ePlans

Year | Number of Applications |
--- | --- |
2012 | 649 |
2013 | 960 |
2014 | 1,642 |
2015 | 1,996 |
2016 | 2,010 |
TREND OF BP APPLICATIONS SUBMITTED VIA ePLANS

Building Permit Applications Utilizing ePlans

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>649</td>
</tr>
<tr>
<td>2013</td>
<td>960</td>
</tr>
<tr>
<td>2014</td>
<td>1,642</td>
</tr>
<tr>
<td>2015</td>
<td>1,996</td>
</tr>
<tr>
<td>2016</td>
<td>2,010</td>
</tr>
</tbody>
</table>

310% increase from 2012 to 2014
HOW TO SUBMIT ELECTRONIC PLANS IN ePLANS?
ELECTRONIC SUBMISSION

1. Start with your BPA Checklist
2. Create an IBP (Internet Building Permit) online
3. Login into ePlans with your account
4. Upload electronic plans
BASIC WORKFLOW

Electronic Plan Submission

1
BASIC WORKFLOW

1. Electronic Plan Submission

2. Plan Check and Review
BASIC WORKFLOW

1. Electronic Plan Submission
2. Plan Check and Review
3. Change Notification and Plan Resubmission
4. Approval
BASIC WORKFLOW
BASIC WORKFLOW

1. Electronic Plan Submission
2. Plan Check and Review
3. Change Notification and Plan Resubmission
4. Approval
5. Print Approved Plans
6. Inspection
TYPICAL ePLANS WORKFLOW

1. Electronic Plan Submission *(Applicant)*
2. Plan Check and Review *(DPP)*
3. Change Notification & Plan Resubmission *(Applicant)*
4. Approval *(DPP)*
5. Print Approved Plans *(Applicant)*
6. Inspections *(DPP)*
WHAT’s NEW IN ePlans (UPGRADED)?
UPGRADED ePLANS

- Improved Workflow Management
- Multiple Browser Options
- New Discussion Boards
- Reminders with Due Dates
- Better Reporting
Graphical Workflow

ProjectFlow Building Workflow

Prescreen Review

Start

Applicant Upload

Set Project Status to Applicant Upload

Apply Upload Permission

Prescreen Corrections

Set Project Status to Prescreen

Prescreen Review

Are Corrections Required for Upload?

Residential or Commercial

Department Review

Is Commercial

Assign Review Coordinator

Review Complete

Are All Reviews Complete and Approved?

Approved

Applicant Corrections Required

Set Project Status to In Review

Department Review

Assign Reviewers

Resubmit Received

Set Project Status to Resubmit

Are Corrections Required for Resubmit?

Revoke Applicant Upload Permission

Grant Approved Download Permission

Notify Applicant Download

Set Project Status to Approved

Batch Stamp

Applicant Final Corrections

Approved

Yes

No

Set Project Status to Applicant Upload Corrections
HOW CAN I FIND HELP
AND/OR RESOURCES?
ePLANS HELP INFO

DPP website (‘Online Services’)  
- Prescreen Checklists  
- Submittal Instructions  
- Tutorial  
- FAQ  
- Project status  

http://www.honoluludpp.org/OnlineServices.aspx
The Honolulu ePlans System

An electronic plans review & permitting systems

THANK YOU