



Date: December 27, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: New Building Permit Programming

The Planning and Development Department is recommending a new building permit program to be adopted by the Town of Fort Frances. The current program being used is DirectIT. DirectIT was implemented in the early 2000's. The program at the time was sufficient for building permit applications and printouts but in the last few years has fallen short of the necessary capabilities for recording information.

DirectIT has fallen short when dealing with onsite inspections, note keeping and digital pictures. As note keeping and site inspection pictures should be a key part of the building permit process, the building department is unable to keep one file-source on each building permit. The customer comes into the office receives a permit and receipt from the DirectIT program. Once inspections start, all notes and picture are hand written and taken a separate SD card and saved as a separate file as DirectIT does not accept downloads. Hand written notes are part of the daily process, but without any way of entering notes to DirectIT on a regular basis, the program is leaving gaps in the building permit process.

The Town of Fort Frances has begun to use an asset management program by Public Sector Digest offering CityWide Software. Public Sector Digest offers a building permit program called "The Works". The Works allows for in office, as well as onsite upload of information through a laptop, smart phone or tablet taking pictures, typing notes and performing property searches. This is a necessary feature for today's inspections and building permits. The Works is a one stop process for applications, issuing permits, notes and digital pictures. The Works is an online based program which can be updated from anywhere if an internet connection is available.

DirectIT annual cost is \$4250.00 plus HST. The Works annual cost is \$1900.00 plus HST. The Works start-up cost for training and implementation for data is \$7000.00 plus HST. An annual savings of \$2350.00 will be seen after the first year and the initial start up cost will be recuperated within three years by decreasing our annual programming fees.

A long-term goal of the Building and Planning Department is to be able to have all building permits and documents available digitally. The Works allows for inspections to be tracked, information to be available with any smart device and internet connection. This allows for better time management and organization.

The Planning and Development Department is recommending changing from DirectIT to CityWide, “The Works” for all building permit programming for the 2018 building year. Please review and direct Administration on accepting the changes to the programming as submitted.

Respectfully submitted,

Originally Signed By,

Tyson Dennis

Chief Building Official / Municipal Planner.