

Improved new residential dwelling checklist and extended inspection hours

Dear Contractors and Home-owners,

The Owatonna Building Inspection Division would like to take this opportunity to introduce some new changes in the Building Inspection Division. The City has been working with a lean event coordinator to identify areas where improvements can be made to run more efficient, increase productivity and to have increased user friendly forms and informational handouts.

Through this process, the department has redeveloped the residential plan submittal checklist for new single family dwellings (see attachment).

The new checklist has been revised with the goals to:

- Reduce plan review and permit issuance to 5 days when complete and accurate information is provided within the submitted plans.
- Eliminated repetitive language within the checklist.
- Re-format the requirements in which requested information is now identified for each plan page submitted.
- Implement a process in which new plans will begin initial review within 48 hours of being submitted.
- Revise the routing process to eliminate the need for the plans to leave city hall during the review process. A permit can now be issued and then the contractor or home-owner can take the approved plans to the Owatonna Public Utilities for utility service request and review. (See Attachment)

◆ New -- 7 am to 5 pm inspection times. Contractors and home-owners can now schedule earlier morning inspections for convenience of work schedules.

The Owatonna Building Inspection Division has also created a new website which will be more convenient and user friendly to find and print forms needed for permit applications, handout information and ordinance and code compliance information which will assist you in planning your next project. The website is currently under construction and should be available to the public very soon. The division is currently updating our documents and verifying all the information is current and accurate before we introduce it onto the new site. An announcement will be sent when the site is available with the sites web address and search engine criteria.

Through the lean event process the city hopes to continue to refine our procedures so that we can provide better customer service. Thank you for your cooperation and assistance in helping us to achieve these goals.

Attachments:



OPU-City Residential
Plan Review Letter.pr



OPU-City Residential
Plan Review Form.pd



BI Residential
checklist submittals re

Respectfully,
The Building Inspection Staff

4-02-2012