

Annual Progress Report for Streamlining the Nation's Building Regulatory Process Project

Prepared for
U.S. Department of Commerce
National Institute of Standards
and Technology
Gaithersburg, MD 20899

Prepared by
National Conference of States
on Building Codes and
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U.S. DEPARTMENT OF COMMERCE
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AND TECHNOLOGY
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STREAMLINING THE NATION'S BUILDING REGULATORY PROCESS

1999 ANNUAL REPORT

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STREAMLINING THE NATION'S BUILDING REGULATORY PROCESS

1999 ANNUAL REPORT

EXECUTIVE SUMMARY

In 1996, the originators of the *Streamlining the Nation's Building Regulatory Process* project agreed that proven examples of regulatory streamlining initiatives should be collected from jurisdictions across the country and at all levels of government. These streamlined "models" would cover subject areas throughout the regulatory process, from land use and zoning to issuance of the certificate of occupancy. Once a broad number of models were reviewed and approved by the project's expert review groups, the 54 government agencies and public/private sector organizations that make up the Streamlining project's national partners would actively assist jurisdictions nationwide to adopt and implement the models. This implementation and outreach phase would be crucial to meeting the project's goals of reducing the unnecessary cost and complexity of the building regulatory process.

This 1999 Annual Report outlines progress made in the Streamlining project's third year to complete the model program assembly process, and to begin the implementation and outreach phase. During this past year, the Streamlining project has accomplished the following:

- ▶ Received and processed 27 case studies from all levels of government, and requested formal submission of an additional 30 to cover regulatory subject areas that lack streamlined models. Since 1996, over 150 case studies representing 40 states and 2 foreign countries (Canada and Australia) have been submitted for model consideration.
- ▶ Selected an additional 24 streamlined models through the Project's three-tiered review process, for a total of 52 models produced to date (see enclosed executive summaries and implementation plans).
- ▶ Completed *Cindy Wants to Build a House*, a comprehensive map of the regulatory process for residential construction (see enclosed).
- ▶ Witnessed **actual adoption and implementation of streamlined models** in other jurisdictions. For example, San Diego, California's *Process 2000* model has been replicated and implemented by the cities of Savannah, Georgia, and Portland, Oregon. Savannah's *Site Plan Review System* was also selected to serve as a streamlined model based on its successful small-scale replication of *Process 2000*.
- ▶ Added **disaster mitigation and response** as an important component of the building regulatory process. Created a new task group in April 1999 to review and develop case studies into model programs for this subject area.
- ▶ Held a *National Symposium on Streamlining the Nation's Building Regulatory Process* in Dana Point, California, on November 5, 1998. Held a *Second National Symposium on Streamlining the Nation's Building Regulatory Process* in Herndon, Virginia, on April 22,

1999. Both events were made possible by in-kind services from NCSBCS and several national partners.

- ▶ Successfully tested a prototype implementation and outreach delivery system in the form of Streamlining Workshops in the State of Oregon and other jurisdictions across the country. These Streamlining Workshops were made possible by in-kind services from NCSBCS (see enclosed report).

In addition to the above accomplishments, a work plan for the Streamlining project's **implementation and outreach phase** has been developed which identifies 12 key tasks to complete in the coming year (See Appendix G). These tasks emphasize the use of stakeholder consensus-building and teaching workshops, creation and promotion of new streamlining tools, efficiency benchmarking research, code development advocacy, and streamlining consultant services to proactively assist jurisdictions that need streamlining. During the coming year, NCSBCS will work with the project's 54 national partners and other stakeholders to the regulatory process to encourage support of and participation in one or more of these critical tasks.

Also crucial to this phase of the project is the development of a detailed cost-benefit report that quantifies the positive results of regulatory streamlining. Many jurisdictions that submitted streamlined models supplied actual or projected monetary and time savings for government, industry, and consumers (See summary in Appendix B). These reported savings will be publicized to promote the use of streamlining models by jurisdictions in need of removing their regulatory barriers. Project staff will perform additional research in the coming months to help model jurisdictions expand upon their initial cost savings reports and further define the benefits of each streamlined model.

STREAMLINING THE NATION'S BUILDING REGULATORY PROCESS 1999 ANNUAL REPORT

1. THIRD YEAR ACCOMPLISHMENTS - MODEL REVIEW PROCESS

A complete project chronology from September 1998 to the present is located at Appendix A.

A. Case Studies Reviewed and Designated as Streamlined Models

As the model program assembly phase of the Streamlining project nears completion, research has specifically focused upon finding case studies for subject areas that currently have no model programs. These "gaps" in the streamlined regulatory process include:

- ▶ Appeals Processes (for all levels of building regulation)
- ▶ Environmental Programs
 - ▶ Plant and animal protection
 - ▶ Wetlands measures
 - ▶ Natural disaster hazard mitigation
 - ▶ Brownfields mitigation
- ▶ Privatization (including self-certification, annual permitting, and master builder programs)
- ▶ Rehabilitation and Historic Preservation Concerns
- ▶ Product Approval Systems
- ▶ Home Warranties
- ▶ Health and Safety Considerations

Additionally, states that have not submitted case studies for review by the project's task groups, or that have not been identified as using streamlined models, were heavily researched for potential case studies. There are currently 40 states that have submitted case studies for review or that are using streamlined models.¹ As the model assembly process becomes more focused, project staff will concentrate efforts upon finding case studies in use in the above 10 states as well as finding programs to fill the aforementioned "gaps." A detailed spreadsheet of jurisdictions that are currently streamlining as a result of the project is located at Appendix C-1, and a spreadsheet of jurisdictions that have requested models for adoption and implementation is located at Appendix C-2.

Since September 1998, twelve task group teleconferences have been held to review case studies, resulting in the approval of 27 case studies for review by the Regulatory Affairs Committee (RAC). RAC, which met twice during the same period, approved 24 case studies to serve as streamlined model programs. As of August 1999, there are 49 case studies pending review by the Task Groups/RAC or that require additional information in order to complete the review process.

¹ The states that are not included in this list are: **Alaska, Arkansas, Hawaii, Indiana, Louisiana, Mississippi, Oklahoma, South Carolina, South Dakota, and Wyoming.**

The 24 new streamlined model programs (See Appendix D-1) are currently in the implementation plan development phase, whereby the National Streamline Implementation Committee (NSIC) refines the models' presentation packages and approves an implementation strategy for each model. Project staff has created draft implementation strategies for Models #98-18 through #98-26, which NSIC will approve by mail. Implementation strategies will also be produced for Models #99-1 through #99-15 in the early Fall, which NSIC will review and approve at its annual meeting in December.

B. Disaster Mitigation and Response Component

The subject of disasters has become a major concern as a result of recent devastation from hurricanes, tornadoes, floods and earthquakes both domestically and internationally. In designing the generic map of the building regulatory process for residential construction, it was noted that preparation and management procedures for disasters— both before and after they occur— must be considered seriously throughout the entire process to ensure life safety. This entails determining at what points in the process disaster preparation and management should be addressed, and what types of programs should be sought for consideration as streamlined models.

Based upon this assessment, as well as comments made by Streamlining project participants and outside observers, a 13th task group was added this past Spring to identify and review programs covering Disaster Mitigation and Response. At the Task Group's inaugural meeting in April at the NCSBCS Semi-Annual Meeting in Herndon, VA, a lively discussion ensued of different types of model programs that could be solicited from around the country to fill this newly-identified gap in the regulatory process. The Task Group then met one month later by teleconference to review their first case study, *Governors' Flood Mitigation Task Force*, from the State of Maryland. Another meeting of the Task Group by teleconference will likely be held in early Fall.

C. Project Website

In addition to periodic national news releases, the Streamlining project website located at www.ncsbcs.org continues to serve as the primary resource for model programs and project information. Visitors to the website can download executive summaries and, where available, implementation plans for each model. There is also an up-to-date, comprehensive list of models received, and a revised "Regulatory Categories List" (See Appendix D-2) which sorts the model programs into a number of detailed subject areas. The Regulatory Categories List loosely parallels the steps on the "Cindy Wants to Build a House" generic regulatory process map, and is the best tool for visitors to find the model programs to fit their specific needs.

2. THIRD-YEAR ACCOMPLISHMENTS - OUTREACH EFFORTS

NCSBCS began the outreach and implementation phase of the project in earnest during this past year. The initiatives presented below focused upon providing new streamlining tools, proactive assistance to communities needing help in removing regulatory barriers, and promotion of the Streamlining project on a nationwide platform. The vast majority of the implementation and

outreach initiatives were made possible through in-kind services of NCSBCS, its national partners, and Streamlining project participants.

A. “Cindy Wants to Build a House” Generic Regulatory Process Map

In 1998, the Streamlining project produced and publicized one of its most valuable tools to date— a generic map of the entire regulatory process for the construction of a single family home (See Appendix E). This map, known as “Cindy Wants to Build a House,” was made available to the public in draft form in the fall of 1998 to solicit comments as to whether it is an accurate generic representation, and adequately depicts redundant and unnecessary steps that crop up in most jurisdictions’ regulatory processes. The most prominent comment made was that disaster mitigation and response was not sufficiently incorporated into the process. This comment, as well as others, were incorporated and the draft map was updated. The map will be finalized upon approval of disaster mitigation components by the newly-formed Disaster Mitigation and Response Task group.

NCSBCS has received many positive comments regarding the map, from code enforcement professionals that have never been able to picture the entire process to would-be homeowners that are preparing to journey through the regulatory process. Once the map has received final approval, it will be professionally designed and printed in hard copy and automated for electronic use. Existing grant funds have been earmarked by NIST to complete this task.

B. National Symposia

First National Symposium - Dana Point, California

Provided through the in-kind services of NCSBCS and project participants, the first *National Symposium on Streamlining the Nation’s Building Regulatory Process* was held on November 5, 1998, in Dana Point, California. The day-long program drew participants from all levels of government and the private sector, and included national awards for jurisdictions that have streamlined their processes.

The Honorable Anne E. Sheehan (Secretary of State and Consumer Services Agency, State of California) kicked off the morning session with keynote remarks on the importance of regulatory streamlining. NCSBCS Regulatory Affairs Committee Chairperson Cynthia Wilk and Vice-Chair James C. Hanna followed with an overview of the origins and objectives of the Streamlining project and a discussion of the project’s progress. The project’s goals and objectives were also presented by NCSBCS staff and members to emphasize the importance of regulatory streamlining, to encourage attendees to adopt and implement the models in their jurisdictions, and to promote the submission of additional programs for model consideration.

The morning session concluded with *Identifying and Removing Regulatory Barriers*, a panel discussion moderated by David Engel of the U.S. Department of Housing and Urban Development (HUD). NCSBCS staff made presentations on identifying and streamlining regulatory barriers, adopting streamlined models using resources from the project web site, and other project services. Jane Katz (Fannie Mae) presented a case study on removing regulatory barriers, and Joseph A.

Brewer (State of Oregon), Robert C. Wible (NCSBCS Executive Director), and Dr. Charles Field (Conflict Management Group, Inc.) each discussed the streamlining and consensus-building workshops held in the State of Oregon.

The luncheon speaker, Tina Christiansen (Development Services, San Diego, CA), presented *Process 2000: Customer Service through Innovative Project Management and Technology*, the model streamlined building permit process submitted by the City of San Diego. Afterwards, jurisdictional representatives received 1997-1998 Streamlining Achievement Awards for those case studies selected to serve as models.

In the afternoon session, representatives of the agencies or departments that submitted model programs made presentations on their jurisdiction's efforts. During this session and throughout the Symposium, exhibits on the model programs were available and presenters were on hand to discuss the mechanics and implementation strategies with attendees.

Second National Symposium - Herndon, Virginia

Also provided through the in-kind services of NCSBCS and project participants, a second *National Symposium on Streamlining the Nation's Building Regulatory Process* was held April 22, 1999, in Herndon, Virginia. This Symposium was designed to mirror the first symposium, providing east coast stakeholders with an opportunity to meet and discuss regulatory streamlining initiatives.

The morning session opened with a brief presentation by Debrae Karnes (legislative liaison, APA) on the American Planning Association's *Growing Smart* program, a major initiative aimed at helping states modernize statutes affecting planning and the management of change. Bob Kelly (NCSBCS Technical Services Director) and Alan Langendorf (Oregon Building Officials Association) made a presentation and led a discussion of regulatory streamlining at the local government level, with Mr. Langendorf outlining streamlining initiatives underway in several local jurisdictions in the State of Oregon. The morning session concluded with a presentation on the *One Million Homes Project* by Ron Burton (National Association of Home Builders) and Bob Kelly. The *One Million Homes Project* is an initiative led by Vice President Al Gore, NAHB, the U.S. Conference of Mayors, and HUD to build one million homes across the country over the next ten years. The presentation emphasized that removing regulatory barriers through streamlining is crucial if the project is to meet its goal.

During the luncheon session, jurisdictional representatives received 1998-1999 Streamlining Achievement Awards for those case studies selected to serve as models. Many of these award-winning model programs were also presented during the afternoon session, where attendees learned first hand how jurisdictions adopted and implemented streamlined models. Throughout the Symposium, an exhibit on Innovative Streamlining Technology was held which included displays by local governments and hardware/software vendors of tools to help the regulatory streamlining process.

Conclusion

Both the first and second National Symposiums served the valuable purpose of promoting proven streamlining initiatives on a nationwide platform. The structure of the events enabled attendees to engage the model submitters with questions critical to the adoption of model programs in their own jurisdictions, as well as to develop new models based on unique problems and conditions.

The Streamlining project has received several requests from stakeholders— industry stakeholders in particular— to come to their states and local jurisdictions to help facilitate regulatory streamlining. The Symposium approach, combined with the workshop approach tested in the State of Oregon, would satisfy this need communicated repeatedly to Streamlining project staff and volunteers.

C. Prototype Workshops

NCSBCS, in conjunction with the State of Oregon, developed and delivered a series of Streamlining project workshops to proactively assist the State and its local jurisdictions to reduce the cost and complexity of building regulation. It is the hope that these workshops, provided through in-kind services on behalf of the International Academy for Professional Code Administration (IAPCA) and State of Oregon sponsors, can be offered to jurisdictions across the country that seek to streamline certain aspects of their building regulatory process.

The first workshops were held in Oregon on November 9, 11, and 13 in the cities of Bend, Eugene, and Portland. The program was designed as a “hands-on” session whereby attendees representing a broad group of stakeholders could view and discuss streamlined models selected by NCSBCS staff and an Oregon stakeholder advisory committee. The program also included instruction on how to identify areas of regulatory overlap and inefficiency, as well as how to build consensus to gain the adoption and use of streamlined administrative processes and procedures.

Some of the “lessons learned” from these first workshops were evident in the attendees’ comments:

- ▶ Need to ensure that more stakeholders participate in future workshops;
- ▶ More models relevant to the involved jurisdictions need to be offered for discussion;
- ▶ Workshop sessions should be longer in duration to encourage group interaction and discussion; and
- ▶ Special two-day workshops on consensus-building and problem-solving should be offered.

One immediate result of the meeting in Eugene was that the jurisdictions of Springfield, Lane County, and Eugene agreed to meet on a regular basis to coordinate their work, including the adoption and implementation of model programs. The attendees also requested that NCSBCS work with the State of Oregon’s Building Codes Division to facilitate these future meetings.

Since the November 1998 workshops, several follow-up sessions have been held throughout Oregon to work out the details of adopting and implementing model programs. Some models being considered or implemented include one-stop permit centers (based upon the City of San Diego’s *Process 2000* model), expedited permit processing procedures, minor labeling program, and master

builder program. Industry stakeholders, such as the Oregon Remodelers Association, have been active participants in the process.

Preliminary meetings to replicate the Oregon streamlining workshops have been held in Seattle and Tacoma, Washington; Poughkeepsie, New York; and Los Angeles, California. Agencies and organizations in several other state and local jurisdictions have also expressed a strong interest in streamlining workshops (see Appendix F). Preliminary meetings in these jurisdictions will be scheduled once funding sources have been identified and secured.

D. Model Replication and Implementation

One of the strongest indicators of the success of the Streamlining project is the adoption of models by other jurisdictions across the country. During this past year, the City of Savannah, Georgia successfully implemented the City of San Diego, California's *Process 2000* streamlined model program. Savannah's *Site Plan Review System* replicated the *Process 2000* concepts designed for San Diego's 1.2 million population and \$1 billion yearly construction volume on a smaller scale to serve their 280,000 residents. The *Site Plan Review System* was selected to serve as a streamlined model by the Regulatory Affairs Committee in April 1999, and given special designation as the project's first "spin-off" model program.

Other examples of model programs being adopted in other jurisdictions have been recorded. *Process 2000* is currently being implemented in Los Angeles, California, and Portland, Oregon. The New Jersey Rehabilitation Subcode was recently adopted by the City of Wilmington, Delaware. And additional jurisdictions in the State of California are adopting the CodeBuddy Building Codes Database program. A complete listing of other jurisdictions using streamlined models is located at Appendix C-1.

E. Promotional Efforts

During this past year, NCSBCS has promoted the Streamlining project on a nationwide platform to a number of organizations and associations (See list of agencies/organizations in Appendix A). Promotional efforts, provided through NCSBCS in-kind services, have been in the form of presentations to organizational committees and displays at exhibitions.

3. SUMMARY OF IN-KIND SERVICES

The Streamlining project can only succeed with the support of in-kind services provided by both public and private sector participants, including those from non-profit organizations. These services are provided by our 12 Task Groups, the Regulatory Affairs Committee, the Streamlining Steering Committee, the National Streamline Implementation Committee, and separate state and local government initiatives.

The Task Groups are comprised of five to ten members, with at least one representative from each level of government (Federal, regional, state, local) and one representative from the private sector.

The 40-member Regulatory Affairs Committee also includes representatives from each level of government and private sector organizations. The Streamlining Steering Committee and National Streamline Implementation Committee are comprised of 55 national organizations, associations, and agencies drawn from all levels of government, public and private sector associations representing various portions of the building industry, and partners of other national initiatives. The in-kind services of these participants include hourly labor for individuals to review model materials, and their travel to and participation in project meetings.

Over the past year, NCSBCS has specifically provided in-kind services for the following project initiatives:

- ▶ Publication of national news releases on project events;
- ▶ Development and delivery of two *National Symposiums on Streamlining the Nation's Regulatory Process*;
- ▶ Coordination with national partners to place articles on the Streamlining project in their national publications;
- ▶ Project presentations and exhibits to various organizations and associations (See list of agencies/organizations in Appendix A);
- ▶ Development and delivery of prototype outreach and implementation workshops in the State of Oregon;
- ▶ Research into jurisdictions needing streamlining assistance, as well as preliminary meetings with representatives wanting outreach and implementation workshops; and
- ▶ Research into alternative funding sources for streamlining initiatives.

It is estimated that the amount of in-kind services provided by other non-Federal government participating organizations during this grant period is \$835,000.

4. SUMMARY OF NEXT STEPS

As mentioned in the executive summary to this report, the culmination of the Streamlining project's third year marks a major transition in the project's focus. With a substantial number of model programs processed representing a wide variety of regulatory subject areas, the time has come to focus more upon model outreach and implementation and less upon model research and development.

The collection and processing of model programs will remain a key feature of the Streamlining project, but will require fewer Task Group meetings and less staff time. Specific subject areas have been identified where no models currently exist, so project staff is better equipped to target models that are still needed. And the Streamlining project is beginning to promote itself, with participants networking with colleagues across the country to encourage them to submit models for review.

In the coming year, outreach and implementation can be accomplished through the following initiatives:

- ▶ State and local level workshops between government and industry to build consensus and remove regulatory barriers;
- ▶ Publicizing the benefits of regulatory streamlining utilizing detailed cost savings reports from each model program;
- ▶ Providing streamlining tools, such as a models compendium and barrier assessment/removal guide (See Appendix G), and finalized version of the *Cindy Wants to Build a House* regulatory map (hard copy and electronic formats);
- ▶ Research into benchmarking permit processing times for a wide variety of jurisdictions;
- ▶ Surveys to determine the effectiveness of streamlined models currently in use, including measurement of actual cost savings enjoyed by all involved stakeholders;
- ▶ Consumer-oriented initiatives to get current and future homeowners involved in regulatory streamlining; and
- ▶ Promotional initiatives to ensure that as many stakeholders as possible know of the Streamlining project and its efforts that can help them.

A detailed proposed work plan outlining these and other potential streamlining activities can be found at Appendices G and H.

Perhaps the most important initiative to truly streamline the building regulatory process is to determine the average time it takes to process a building permit, the cost that is added, and an ideal processing time by which jurisdictions can measure their own level of success or failure. Many jurisdictions across the country have stakeholders that are happy with their permit process, only because they are unaware that it can be substantially improved. By providing this benchmarking report, both industry and government can begin to understand the importance of streamlining as well as a proven goal for which to aim.

It is important to note that these upcoming activities have been assembled from comments and requests of project participants demanding a higher level of service from the Streamlining project. Additional funding for these requested initiatives is critical to meet this demand, as current funding only covers the basic functions of the Streamlining project.

APPENDIX A

1998 - 1999 PROJECT CHRONOLOGY

1998-1999 Project Chronology

September 1998

- ▶ **September 17:** Task Group meeting, Rehabilitation, Historic Preservation, & Demolition (teleconference); **1 case study advanced**
- ▶ **September 21:** Task Group meeting, Construction Codes (teleconference); **2 case studies advanced**
- ▶ **September 22:** Task Group meeting, Land Use & Zoning (teleconference); **no case studies advanced**
- ▶ **September 30:** Task Group meeting, Accessibility (teleconference); **no case studies advanced**
- ▶ **September 30:** Task Group meeting, Administration & Enforcement (teleconference); **9 case studies advanced**

October 1998

- ▶ **October 16:** *Streamlining Project Steering Committee* meeting, Washington, D.C.
- ▶ **October 27:** Task Group meeting, Environmental & Flood Plain Task Group, (teleconference); **4 case studies advanced**

November 1998

- ▶ **November 5:** *1st National Symposium on Streamlining the Nation's Building Regulatory Process*, Dana Point, CA
- ▶ **November 6:** *Regulatory Affairs Committee* meeting, Dana Point, CA; **9 new model programs approved**
- ▶ **November 9, 11, and 13:** Streamlining project workshops, State of Oregon
- ▶ **November 17:** Task Group meeting, Product Approval (teleconference); **no case studies advanced**
- ▶ **November 19:** Task Group meeting, Education & Certification (teleconference); **2 case studies advanced**

December 1998

- ▶ **December 11:** *National Streamline Implementation Committee* meeting, Washington, DC

January 1999

- ▶ **January 11:** Streamlining project mini-workshop, Building Professional Institute, Arlington, TX
- ▶ **January 12 - 19:** Streamlining project presentations and exhibit, National Association of Home Builders Annual Conference, Dallas, TX
- ▶ **January 20:** Streamlining project workshops, Bend, OR
- ▶ **January 22:** Streamlining project workshops, Portland, OR

February 1999

- ▶ **February 26 - March 1:** Streamlining project presentations and exhibit, National Association of Counties Legislative Conference, Washington, DC

March 1999

- ▶ **March 25:** Streamlining presentation and exhibit, Maryland's Second Annual Building and Fire Code Conference, Catonsville, MD
- ▶ **March 15:** Streamlining project workshops, Portland, OR
- ▶ **March 17:** Streamlining meeting, Seattle Builders/State Building Association, Seattle, WA
- ▶ **March 22:** Task Group meeting, Administration & Enforcement (teleconference); **5 case studies advanced**
- ▶ **March 23:** Streamlining meeting, City of Los Angeles, CA
- ▶ **March 29:** Task Group meeting, Administration & Enforcement (teleconference); **5 case studies advanced**

April 1999

- ▶ **April 22:** *2nd National Symposium on Streamlining the Nation's Building Regulatory Process*, Herndon, VA
- ▶ **April 23:** Task Group meeting, Disaster Mitigation and Response, inaugural meeting, Herndon, VA
- ▶ **April 24:** *Regulatory Affairs Committee* meeting; **15 new model programs approved**

May 1999

- ▶ **May 4:** Streamlining meeting, New York State Homebuilders, Poughkeepsie, NY
- ▶ **May 18:** Streamlining project presentations, National Fire Protection Association Annual Meeting, Baltimore, MD

June 1999

- ▶ **June 15:** Task Group meeting, Disaster Mitigation and Response (teleconference); **no case studies advanced**

July 1999

- ▶ **July 14:** Streamlining project workshop, Bend, OR
- ▶ **July 15:** Streamlining meeting, Tacoma, WA
- ▶ **July 16:** Streamlining project workshop, Bend, OR
- ▶ **July 19:** Streamlining project workshop, Portland, OR
- ▶ **July 21:** Streamlining project presentation, Florida Homebuilders Association
- ▶ **July 22 - 25:** Streamlining project presentations and exhibit, U.S. Department of Housing and Urban Development Best Practices Symposium, Kansas City, MO

August 1999

- ▶ **August 17:** Task Group meeting, Automation (teleconference)

Fall/Winter 1999

- ▶ **September:** Task Group meeting, Product Approval (teleconference)
- ▶ **September:** Task Group meeting, Energy (teleconference)
- ▶ **September:** Task Group meeting, Land Use & Zoning (teleconference)
- ▶ **Late September/Early October:** Task Group meeting, Administration & Enforcement (teleconference)
- ▶ **September 12 - 13:** Streamlining project exhibit, International Code Council Annual Meeting
- ▶ **October/November:** *Streamlining Project Steering Committee* meeting
- ▶ **November 12:** *Regulatory Affairs Committee* meeting, San Antonio, TX
- ▶ **December:** *National Streamline Implementation Committee* meeting, Washington, DC

APPENDIX B

SPREADSHEET:

JURISDICTION PROFILE

AND COST SAVINGS REPORT

Jurisdiction Profile and Cost Savings Report

Name of Model	Population	Total Construction Volume	Comm (%)	Res (%)	Rehab (%)	Other (%)	Time and Cost Savings (as reported by model submittor)
Palm Beach County Permit Center Palm Beach County, FL	1 million	\$800 million	32%	57%	11%	n/a	Time and cost savings achieved by centrally locating and coordinating all involved departments.
Maryland Building Performance Stds. State of Maryland	5.1 million	\$14.7 billion (1992)	n/a	n/a	n/a	n/a	Time savings for builders and design professionals who work in multiple jurisdictions.
Building/Fire Code Computer System State of Maryland	5.1 million	\$14.7 billion (1992)	n/a	n/a	n/a	n/a	Time savings for builders and design professionals who work in multiple jurisdictions.
Private/Public Partnerships to Ensure Building Code Compliance Howard County, MD	230,000	\$370.8 million	15%	80%	5%	n/a	Time savings to both government and industry. Industry avoids costs for multiple permits and delays from the standard review process.
In-Plant Program/Trust Account Washington County, OR	325,000	\$490 million	30%	40%	10%	20%	Government: \$10,000-20,000 and 100-200 hours Industry: \$50,000-75,000
Automated Telephone Answering System Washington County, OR	325,000	\$490 million	30%	40%	10%	20%	Government: \$30,000-60,000; two full-time employees are no longer needed. Industry: \$50,000-60,000 Consumers: \$50,000-60,000
Bar Codes for Building Inspectors City of Campbell, CA	38,000	n/a	n/a	n/a	n/a	n/a	\$70,000 savings in the first year to inspections departments.
Express Services City of Raleigh, NC	260,000	\$639.3 million	49%	49%	1%	1%	Government: 25% savings Industry: 25% savings Consumers: 90% savings
1997 Dallas Development Guide City of Dallas, TX	1.04 million	\$1.4 billion	29.6%	39.2%	31.2%	n/a	Reduces processing time and cuts staff costs by virtue of having better informed customers
Industrialized Buildings Commission Regional (MN, RI, NJ, and KY)	4.3 million (MN) 988,480 (RI) 8.1 million (NJ) 3.8 million (KY)	\$9.1 billion (NJ)	n/a	n/a	n/a	n/a	Cost savings from elimination of redundant 3rd party design review and multiple labelling programs
Texas Accessibility Code State of Texas	19.8 million	n/a	n/a	n/a	n/a	n/a	Reduces costs and time by ensuring compliance by the customer on the first submission

Jurisdiction Profile and Cost Savings Report

Name of Model	Population	Total Construction Volume	Comm (%)	Res (%)	Rehab (%)	Other (%)	Time and Cost Savings (as reported by model submitter)
Residential Inspection Program Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Government: \$1 million per year in savings by using cross-trained inspectors
Code Enforcement through Training Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Various time and cost savings by having better educated customers
Targeted Information Brochures Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Various time and cost savings by having better educated customers
Oregon Manufactured Dwelling Standard State of Oregon	3.3 million	n/a	n/a	n/a	n/a	n/a	Saves time and money by promoting statewide uniformity and ensuring quality and life safety
Reciprocal Agreements Regional (ID, WA, and OR)	1.2 million (ID) 5.7 million (WA) 3.3 million (OR)	n/a	n/a	n/a	n/a	n/a	Government: \$1800 per inspection Industry: \$500 per unit in permit fees, estimated \$1 million per year to the entire industry
Process 2000 City of San Diego, CA	1.2 million	\$1 billion	45%	55%	n/a	n/a	50% reduction in permitting time (1991: 25.06 days; 1998: 11.9 days) Government: \$10 million over 4 years Customers: \$3.5 million over 4 years
Implementation of Building Code Guide City of LeMars, IA	10,000	\$10 million	20%	55%	25%	n/a	Government: 30% savings on inspections & paperwork Customers: 35% in design questions
Voice Response Automated System City of Cedar Park, TX	20,384	\$460,931	18%	82%	n/a	n/a	Staff time savings and benefits from increased productivity.
Expedited Plan Processing Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Time savings of 160 days per project. Customers save \$50,000-\$100,000 per year from reduced time, and \$10 million in interest savings for the entire industry.
Cooperative Permitting Team City of Springfield, MO	150,604	\$176.4 million	4%	19%	45%	32%	Plan review reduced from 35 days to 8 days.

Jurisdiction Profile and Cost Savings Report

Name of Model	Population	Total Construction Volume	Comm (%)	Res (%)	Rehab (%)	Other (%)	Time and Cost Savings (as reported by model submittor)
Plans Management Branch City of Kansas City, MO	445,800	\$696.7 million	28%	21%	51%	n/a	Time savings of 30-60 days for government and industry.
Development Review Process City of Portage, MI	42,493	\$65-70 million	25%	65%	n/a	10%	Savings from staff efficiency and reduced time.
Superior Special Area Management Plan City of Superior, WI	27,134	\$16.9 million	14%	28%	42%	16%	Government: \$25,000 and 150 hours per application Customers: \$9,000 and 250 hours (or 1 year delay) per application.
Residential Site Improvement Standards State of New Jersey	8,052,849	\$9.1 billion (NJ)	48.5%	51.5%	43.1% (of total)	n/a	Consumers: \$2,000 per dwelling unit.
Smart Growth Legislation State of Maryland	5,094,289	\$14.7 billion (1992)	n/a	n/a	n/a	n/a	Saves taxpayer dollars by focusing State spending on existing communities and designated growth areas
Better Communication between Boeing and Its Identified Jurisdictions Cities and Counties in the State of Washington; Boeing Corporation	5.6 million (statewide)	n/a	n/a	n/a	n/a	n/a	Saves time and money through cooperative efforts of customers and regulatory officials.
Building Processing Streamlining City of Irvine, CA	127,200	n/a	n/a	n/a	n/a	n/a	Government: \$225,000 and 7,300 hours per year Customers: 30% savings (In conjunction with other streamlining initiatives)
Case Management Unit City of Los Angeles, CA	3.5 million ('90)	n/a	n/a	n/a	n/a	n/a	Industry: 30% cost and 6 month time savings Consumers: 25% cost and 2 week time savings
Large Industry Annual Bldg. Permit Process Chesterfield County, VA	254,000	n/a	n/a	n/a	n/a	n/a	Greatly simplifies the permitting process by requiring annual or quarterly permits rather than permit by project
Contingency Construction Start Program Howard County, MD	230,000	\$370.8 million	15%	80%	5%	n/a	Saves customers construction time by allowing them to begin work before the issuance of a permit

Jurisdiction Profile and Cost Savings Report

Name of Model	Population	Total Construction Volume	Comm (%)	Res (%)	Rehab (%)	Other (%)	Time and Cost Savings (as reported by model submittor)
Customer Assistance in Manufactured Homes State of Oregon	3.3 million	n/a	n/a	n/a	n/a	n/a	Centralized authority makes problem solving more effective and results in a better use of resources
Self Certification Program City of Chicago, IL	2.8 million ('90)	n/a	n/a	n/a	n/a	n/a	Government: Shorter processing time, fewer employees needed Consumers: 1-2 days versus 1 week or more time savings
Code Footprint for Code Application and Enforcement State of Kansas	3 million	\$100 million	10%	10%	15%	65%	25% reduction in review time
Customized Plan Review and Permit by Appointment Process City of Phoenix, AZ	1.2 million	\$1.8 billion	65%	30%	5%	n/a	Government: 50% time savings Consumers: 50% time savings, 1/3 savings in start-up costs
Education of Building Inspectors State of Utah	2.1 million	n/a	n/a	n/a	n/a	n/a	"Substantial" savings as a result of avoiding duplicative training efforts and geographically locating classes to maximize attendance
Planned Development Site Planning City of Grand Prairie, TX	114,017	\$229.6 million	66%	34%	7%	n/a	Government: \$4,000-7,000 and 6 weeks per case (50%) Industry: \$10,000-15,000 and 6 weeks per case (50%) Customers: 6 weeks per case (50%)
Limited Service and Repair Permit Program City of Kansas City, MO	445,800	\$696.7 million	28%	21%	51%	n/a	Government: \$30 and 30 minutes time per permit Industry: One-half day's work
Geographic Information System City of Irvine, CA	127,200	n/a	n/a	n/a	n/a	n/a	Government: \$225,000 and 7,300 hours per year Customers: 30% savings (In conjunction with other streamlining initiatives)
Virginia Building Code Academy Commonwealth of Virginia	6.6 million	n/a	n/a	n/a	n/a	n/a	Savings as a result of eliminating duplicative training efforts and pooling resources to produce an efficient training program
Model Code Enforcement Package State of Georgia	7.6 million	n/a	n/a	n/a	n/a	n/a	Intangible savings earned through promotion of uniform local ordinances statewide

Jurisdiction Profile and Cost Savings Report

Name of Model	Population	Total Construction Volume	Comm (%)	Res (%)	Rehab (%)	Other (%)	Time and Cost Savings (as reported by model submittor)
CodeBuddy Building Code Database Software Various Local Jurisdictions in California	n/a	n/a	n/a	n/a	n/a	n/a	Government: 100 hours per year Industry: 200 hours per year
One-Stop Shop and Customer Ombudsman Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	\$1.5 million total savings as compared to 1988 operations; reduced processing time from 4 hours 13 minutes to an average of 47 minutes
Site Plan Review System City of Savannah, GA	282,610	n/a	n/a	n/a	n/a	n/a	Government: \$600 and 19 days per project Industry: \$1000 and 19 days per project Customers: \$1000 and 19 days per project
Annual Permit Program Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	\$1.5 million total savings as compared to 1988 operations (in conjunction with other streamlining initiatives)
Parallel Plan Review Program	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	\$1.5 million total savings as compared to 1988 operations (in conjunction with other streamlining initiatives)
Pre-Application, Post-Submission, and Pre-Construction Meetings Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	\$1.5 million total savings as compared to 1988 operations (in conjunction with other streamlining initiatives)
Use of Handouts in Lieu of Plan Review Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	\$1.5 million total savings as compared to 1988 operations (in conjunction with other streamlining initiatives)
Project Management Approach/Designated Plans Examiner Program Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Reduction in total processing time (submission to plan approval) from 330 days to 170 days, translating in savings of nearly \$10 million in interest costs
Quality Control Program Fairfax County, VA	899,650	\$924 million	16.3%	83.7%	74.8% (of total)	n/a	Time savings to inspectors of 3 hours; total savings of 60% in inspection costs, or \$504,000 per year to the County
COMcheck EZ U.S. Government	270,298,524	\$692.3 billion (January 1999)	n/a	n/a	n/a	n/a	Compliance tool aids customers in complying with energy code provisions on their first submissions
MECcheck U.S. Government	270,298,524	\$692.3 billion (January 1999)	n/a	n/a	n/a	n/a	Compliance tool aids customers in complying with energy code provisions on their first submissions

APPENDIX C-1

SPREADSHEET:

JURISDICTIONS CURRENTLY STREAMLINING

AS A RESULT OF THE PROJECT

Jurisdictions that have/are streamlining as a result of the project

Jurisdiction	Population	Streamlining Initiative(s)
Bend, Oregon	33,740	One-Stop Shop (based on San Diego and Palm Beach County models) as a result of streamlining workshops
Deschutes County, Oregon	98,524	One-Stop Shop (based on San Diego and Palm Beach County models) as a result of streamlining workshops
Eugene, Oregon	130,000 (city); 306,862 (metro)	Expedited permit process and one-stop shop as a result of streamlining workshops
Los Angeles, California	3.5 million (city); 15.5 million (metro)	System-wide streamlining initiatives and one-stop shop
Nashville, Tennessee	1.2 million	Expedited permit process
Portland, Oregon	1.7 million (city); 2.2 million (metro)	City of San Diego's <i>Process 2000</i> streamlining initiative, in its entirety
Redmond, Oregon	10,618	One-Stop Shop (based on San Diego and Palm Beach County models) as a result of streamlining workshops
Richmond, Virginia	198,267 (city); 935,174 (metro)	Planning to adopt Savannah, Georgia's modified <i>Process 2000</i> model
Savannah, Georgia	150,400 (city); 282,610 (metro)	Adopted a modified version of San Diego's <i>Process 2000</i> model
Washington County, Oregon	383,603 (city); 2.2 million (metro)	Adopted a modified version of San Diego's <i>Process 2000</i> model
Wilmington, Delaware	513,293 (metro)	Adopted the New Jersey Rehabilitation Subcode
State of Delaware	743,603	Planning to adopt the New Jersey Rehabilitation Subcode
State of Oregon	3.3 million	Adopted streamlining legislation, privatization, self-certification, and master builder programs

APPENDIX C-2

SPREADSHEET:

JURISDICTIONS REQUESTING MODELS

FOR ADOPTION

Jurisdictions that have requested models for adoption and implementation

Jurisdiction	Population	Streamlining Initiative(s) Requested
Akron, Ohio	680,142 (city); 2.9 million (metro)	All streamlining models
Boca Raton, Florida	69,102	Streamlining outreach materials
Bowie, Maryland	45,000 (city); 4.6 million (DC metro)	Automation tools
Carrollton, Texas	102,350 (city); 4.6 million (metro)	Streamlining outreach materials/assistance
Chesapeake, Virginia	192,342 (city); 1.5 million (metro)	Streamlining outreach materials
Cooper City, Florida	20,791	Streamlining outreach materials
Duluth, Minnesota	85,000	One-stop shop models
Kissimmee, Florida	38,500	Permit/plan review models
Martinsburg, West Virginia	14,073 (city); 59,253 (county)	Self-certification/annual permitting models
Miami/Ft. Lauderdale, Florida (metropolitan area)	3.5 million	Self-certification/peer review models (requested through the Builders Association of South Florida)
Pittsburgh, Pennsylvania	369,879 (city) ; 2.4 million (metro)	All streamlining models
Power County, Idaho	8,309	Streamlining outreach materials
Royal Palm Beach, Florida	14,589	Streamlining outreach materials
Seattle/Tacoma, Washington (metropolitan area)	3.3 million	Boeing public/private partnership model (requested through Puget Sound Builders Group)
Shreveport, Louisiana	379,576	Permit processes from southern jurisdictions
Tucson, Arizona	767,873	One-stop shop/self-certification models
Washington, D.C.	523,124 (city); 4.6 million (metro)	Privatized regulatory processes
Washtenaw County, Michigan	303,069	Cooperative permitting teams
State of Ohio	10.8 million	Smart growth initiatives

APPENDIX D-1

LIST OF 24 NEW MODELS PRODUCED

24 New Streamlined Models

1998 Models (9)

- 98-18 Public/Private Partnership: Boeing and WABO
 Seattle, WA
- 98-19 One-Stop Permitting System
 Irvine, CA
- 98-20 Case Management Unit
 Los Angeles, CA
- 98-21 Large Industry Annual Building Permit Process
 Chesterfield County, VA
- 98-22 Contingency Construction Start Program
 Howard County, MD
- 98-23 Customer Assistance in Manufactured Homes
 State of Oregon
- 98-24 Self-Certification Program
 Chicago, IL
- 98-25 Code Footprint for Code Application and Enforcement
 State of Kansas
- 98-26 Customized Plan Review and Permit by Appointment Process
 Phoenix, AZ

1999 Models (15)

- 99-1 Education of Building Inspectors
 State of Utah
- 99-2 Planned Development Site Planning
 Grand Prairie, Texas
- 99-3 Limited Service and Repair Permit Program
 City of Kansas City, Missouri
- 99-4 Irvine GIS
 City of Irvine, California
- 99-5 Virginia Building Code Academy
 Commonwealth of Virginia
- 99-6 Model Code Enforcement Package
 State of Georgia
- 99-7 CodeBuddy
 Various Cities and Counties in the State of California
- 99-8 One-Stop Shop and Customer Ombudsman
 Fairfax County, Virginia
- 99-9 Site Plan Review System
 City of Savannah, Georgia
- 99-10 Annual Permit Program
 Fairfax County, Virginia

- 99-11 Parallel Plan Review Program
Fairfax County, Virginia
- 99-12 Pre-Application, Post-Submission, and Pre-Construction Meetings
Fairfax County, Virginia
- 99-13 Use of Handouts in Lieu of Plan Review
Fairfax County, Virginia
- 99-14 Project Management Approach/Designated Plan Examiner Program
Fairfax County, Virginia
- 99-15 Quality Control Program
Fairfax County, Virginia

APPENDIX D-2

REGULATORY CATEGORIES LIST

(REVISED)

REGULATORY CATEGORIES LIST

M - Applicable with Modifications (updated June 10, 1999)

Zoning & Land Use	Models
1. Substantive Administration	
a. Approval Processes	Express Services (98-10) Planned Development Site Planning (99-2)
b. Appeals	none
c. Special Legislation	Smart Growth Legislation (98-17)
2. Procedural Streamlining	One-Stop Permit Center and Customer Checklist (97-3) Development Guide to One-Stop Permit Office (97-11) Targeted Information Brochures (98-5) Customer Service through Innovative Project Management and Technology (98-8) Customer Guide to Building Department (98-9) Cooperative Permitting Team (98-12) Procedural Streamlining and Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Site Plan Review System (99-9) Pre-Application, Post-Submission, and Pre-Construction Meetings (99-12)
3. Enforcement Practices	
a. Plan Review	Expedited Plan Processing (98-11) Procedural Streamlining and Customer Checklist (98-13) Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customized Plan Review & Permit by Appointment Process (98-26) Planned Development Site Planning (99-2) One-Stop Shop and Customer Ombudsman (99-8) Parallel Plan Review Program (99-11) Project Management Approach/Designated Plan Examiner Program (99-14)
4. Automation	
a. Tools	Automated Telephone Answering System (97-8) M Voice Response Automated System (98-10) M Geographic Information System (99-4)

b. Complete Systems	Customer Service through Innovative Project Management and Technology (98-8) M One-Stop Permitting System (98-19) M Site Plan Review System (99-9) M
5. Comprehensive Planning	
a. Critical Area Growth Allocation	Special Area Management Plan (98-15)
b. Right-of-Way	Smart Growth Legislation (98-17)
6. Historic Considerations	none
7. Geology	none
8. Archaeology	none
9. Land Use	
a. Dwelling Units Per Acre	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
b. Setbacks	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
c. Fire District	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
d. Sewer & Water Capacity	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
e. Landscaping	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
10. Zoning	
a. Stormwater Management	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
b. Traffic Impact	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
c. Roads/Maintenance	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)
d. Easements	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Smart Growth Legislation (98-17)

11. Education Programs	Code Enforcement through Training (98-4) M Expedited Plan Processing (98-11) M Virginia Building Code Academy (99-5) M
12. Certification Methods	none
13. Privatization	Expedited Plan Processing (98-11) M
Environmental Issues	Models
1. Substantive Administration	
a. Approval Processes	Special Area Management Plan (98-15)
b. Appeals	none
c. Special Legislation	none
2. Procedural Streamlining	One-Stop Permit Center and Customer Checklist (97-3) Development Guide to One-Stop Permit Office (97-11) Targeted Information Brochures (98-5) Customer Service through Innovative Project Management and Technology (98-8) Customer Guide to Building Department (98-9) Cooperative Permitting Team (98-12) Procedural Streamlining and Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Site Plan Review System (99-9) Pre-Application, Post-Submission, and Pre-Construction Meetings (99-12)
3. Enforcement Practices	
a. Plan Review	Expedited Plan Processing (98-11) M Cooperative Permitting Team (98-12) M Procedural Streamlining and Customer Checklist (98-13) M Development Review Process (98-14) M One-Stop Permitting System (98-19) M Case Management Unit (98-20) M Customized Plan Review & Permit by Appointment Process (98-26) M One-Stop Shop and Customer Ombudsman (99-8) M Parallel Plan Review Program (99-11) M Project Management Approach/Designated Plan Examiner Program (99-14) M
b. Inspections	Bar Codes for Building Inspectors (97-9) M
4. Automation	
a. Tools	Automated Telephone Answering System (97-8) M Bar Codes for Building Inspectors (97-9) M Voice Response Automated System (98-10) M Geographic Information System (99-4) CodeBuddy (99-7) M

b. Complete Systems	Customer Service through Innovative Project Management and Technology (98-8) M One-Stop Permitting System (98-19) M Site Plan Review System (99-9) M
5. Water Quality	none
6. Stormwater Management	Special Area Management Plan (98-15)
7. Soil & Sediment Control	Special Area Management Plan (98-15)
8. Forests	
a. Forest Stand Delineation	none
b. Forest Conservation	none
c. Reforestation	none
9. Endangered Species	Special Area Management Plan (98-15)
10. Wetlands	
a. Tidal	Special Area Management Plan (98-15)
b. Nontidal	Special Area Management Plan (98-15)
11. Wetlands Buffers	Special Area Management Plan (98-15)
12. Flood Plain	none
13. Underground Tanks	none
14. Brownfields Mitigation	none
15. Education Programs	Code Enforcement through Training (98-4) M Expedited Plan Processing (98-11) M Education of Building Inspectors (99-1) M Virginia Building Code Academy (99-5) M
16. Certification Methods	none
17. Privatization	Expedited Plan Processing (98-11) M Large Industry Annual Permit Process (98-21) M Self-Certification Program (98-24) M Limited Service and Repair Permit Program (99-3) M Annual Permit Program (99-10) M
18. Product Approval	
a. Recycled Materials	none
b. Environmentally-Friendly Construction	none
19. Environmental Hazard Mitigation	
a. Natural Disasters	none

b. Industrial Discharge	
1) Air	none
2) Water	none
20. Demolition	none
Site & Grading	Models
1. Substantive Administration	
a. Approval Processes	Manufactured Dwelling Installation & Modification Standard (98-6)
b. Appeals	none
c. Special Legislation	Model Code Enforcement Package (99-6) M
2. Procedural Streamlining	One-Stop Permit Center and Customer Checklist (97-3) Development Guide to One-Stop Permit Office (97-11) Targeted Information Brochures (98-5) Customer Service through Innovative Project Management and Technology (98-8) Customer Guide to Building Department (98-9) Cooperative Permitting Team (98-12) Procedural Streamlining & Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Site Plan Review System (99-9) Pre-Application, Post-Submission, and Pre-Construction Meetings (99-12) Use of Handouts in Lieu of Plan Review (99-13)
3. Enforcement Practices	
a. Plan Review	Expedited Plan Processing (98-11) Cooperative Permitting Team (98-12) Procedural Streamlining & Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Parallel Plan Review Program (99-11) Project Management Approach/Designated Plan Examiner Program (99-14)
b. Inspections	Bar Codes for Building Inspectors (97-9) Industrialized Buildings Commission (98-1) Manufactured Dwelling Installation & Modification Standard (98-6) Reciprocal Agreements for Subsequent Siting of Modular Structures (98-7) Quality Control Program (99-15)
4. Automation	

a. Tools	Automated Telephone Answering System (97-8) M Bar Codes for Building Inspectors (97-9) M Voice Response Automated System (98-10) M Geographic Information System (99-4) Model Code Enforcement Package (99-6) M
b. Complete Systems	Customer Service through Innovative Project Management and Technology (98-8) M One-Stop Permitting System (98-19) M Site Plan Review System (99-9) M
5. Infrastructure	
a. Storm Drainage	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
b. Domestic Water Pressure	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
c. Sanitary Sewer	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
d. Roads	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
e. Traffic	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
f. Fire Departments	Development Review Process (98-14) Residential Site Improvement Standards (98-16) Code Footprint for Code Application & Enforcement (98-25)
g. Recreation	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
h. Landscaping	Development Review Process (98-14) Residential Site Improvement Standards (98-16)
6. Impact Fees	none
7. Accessibility Compliance	none
8. Education Programs	Code Enforcement through Training (98-4) M Expedited Plan Processing (98-11) M Education of Building Officials (99-1) M Virginia Building Code Academy (99-5) M
9. Certification Methods	none
10. Privatization	Expedited Plan Processing (98-11) M Large Industry Annual Permit Process (98-21) M Self-Certification Program (98-24) M Limited Service and Repair Permit Program (99-3) M Annual Permit Program (99-10) M
11. Product Approval	none
12. Demolition	none

Building Approval	Models
1. Substantive Administration	
a. Approval Processes	Maryland Building Performance Standards (97-4) Private/Public Partnerships to Ensure Building Code Compliance (97-6) Public/Private Partnership in Washington County, Oregon (97-7) Express Services (97-10) Industrialized Buildings Commission (98-1) Residential Multi-Disciplinary Inspection Program (98-3) Manufactured Dwelling Installation & Modification Standard (98-6) Reciprocal Agreements for Subsequent Siting of Modular Structures (98-7) Public/Private Partnership: Boeing and WABO (98-18) Customer Assistance in Manufactured Homes (98-23)
b. Appeals	none
c. Special Legislation	Maryland Building Performance Standards (97-4) Model Code Enforcement Package (99-6)
2. Procedural Streamlining	One-Stop Permit Center and Customer Checklist (97-3) Development Guide to One-Stop Permit Office (97-11) Targeted Information Brochures (98-5) Customer Service through Innovative Project Management and Technology (98-8) Customer Guide to Building Department (98-9) Cooperative Permitting Team (98-12) Procedural Streamlining & Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Code Footprint for Code Application & Enforcement (98-25) Customized Plan Review & Permit by Appointment Process (98-26) Limited Service and Repair Permit Program (99-3) One-Stop Shop and Customer Ombudsman (99-8) Site Plan Review System (99-9) Pre-Application, Post-Submission, and Pre-Construction Meetings (99-12) Use of Handouts in Lieu of Plan Review (99-13)
3. Enforcement Practices	

a. Plan Review	Public/Private Partnership in Washington County, Oregon (97-7) Industrialized Buildings Commission (98-1) Reciprocal Agreements for Subsequent Siting of Modular Structures (98-7) Expedited Plan Processing (98-11) Cooperative Permitting Team (98-12) Procedural Streamlining & Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Large Industry Annual Permit Process (98-21) Contingency Construction Start Program (98-22) Self-Certification Program (98-24) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Annual Permit Program (99-10) Parallel Plan Review Program (99-11) Project Management Approach/Designated Plan Examiner Program (99-14)
b. Inspections	Private/Public Partnerships to Ensure Building Code Compliance (97-6) Public/Private Partnership in Washington County, Oregon (97-7) Bar Codes for Building Inspectors (97-9) Industrialized Buildings Commission (98-1) Residential Multi-Disciplinary Inspection Program (98-3) Manufactured Dwelling Installation & Modification Standard (98-6) Reciprocal Agreements for Subsequent Siting of Modular Structures (98-7) Public/Private Partnership: Boeing & WABO (98-18) Large Industry Annual Permit Process (98-21) Contingency Construction Start Program (98-22) Customer Assistance in Manufactured Homes (98-23) Self-Certification Program (98-24) Customized Plan Review & Permit by Appointment Process (98-26) Limited Service and Repair Permit Program (99-3) Annual Permit Program (99-10) Quality Control Program (99-15)
4. Automation	
a. Tools	Building and Fire Code Computer System (97-5) Automated Telephone Answering System (97-8) Bar Codes for Building Inspectors (97-9) Voice Response Automated System (98-10) Code Footprint for Code Application & Enforcement (98-25) Geographic Information System (99-4) Model Code Enforcement Package (99-6)
b. Complete Systems	Customer Service through Innovative Project Management and Technology (98-8) One-Stop Permitting System (98-19) Site Plan Review System (99-9)
5. Historic Considerations	
a. Geology	none
b. Archaeology	none

c. National Register	none
d. Historic Districts	none
6. Adoption of Building Codes	
a. New Construction	Maryland Building Performance Standards (97-4) Model Code Enforcement Package (99-6)
b. Existing Buildings & Maintenance	Residential Site Improvement Standards (98-16)
c. Additions and Alterations	none
d. Fire Prevention	none
e. Amusement Devices	none
7. Compliance Alternatives	Maryland Building Performance Standards (97-4) Manufactured Dwelling Installation & Modification Standard (98-6) Model Code Enforcement Package (99-6)
8. Accessibility Compliance	Adoption of a Statewide Accessibility Code (98-2)
9. Energy Compliance	COMcheck-EZ (97-1) MECcheck (97-2)
10. Education Programs	Residential Multi-Disciplinary Inspection Program (98-3) Code Enforcement through Training (98-4) Expedited Plan Processing (98-11) Education of Building Inspectors (99-1) Virginia Building Code Academy (99-5)
11. Certification Methods	Industrialized Buildings Commission (98-1)
12. Privatization	Industrialized Buildings Commission (98-1) Private/Public Partnerships to Ensure Building Code Compliance (97-6) Public/Private Partnership in Washington County, Oregon (97-7) Expedited Plan Processing (98-11) Public/Private Partnership: Boeing and WABO (98-18) Large Industry Annual Permit Process (98-21) Contingency Construction Start Program (98-22) Self-Certification Program (98-24) Limited Service and Repair Permit Program (99-3) Annual Permit Program (99-10)
13. Product Approval	none
14. Rehabilitation	none
15. Demolition	none
Use & Occupancy	Models
1. Substantive Administration	
a. Approval Processes	Manufactured Dwelling Installation and Modification Standard (98-6)

b. Appeals	none
c. Special Legislation	Model Code Enforcement Package (99-6) M
2. Procedural Streamlining	One-Stop Permit Center and Customer Checklist (97-3) Development Guide to One-Stop Permit Office (97-11) Targeted Information Brochures (98-5) Customer Service through Innovative Project Management and Technology (98-8) Customer Guide to Building Department (98-9) Cooperative Permitting Team (98-12) Procedural Streamlining & Customer Checklist (98-13) Development Review Process (98-14) One-Stop Permitting System (98-19) Case Management Unit (98-20) Customer Assistance in Manufactured Homes (98-23) Code Footprint for Code Application & Enforcement (98-25) Customized Plan Review & Permit by Appointment Process (98-26) One-Stop Shop and Customer Ombudsman (99-8) Site Plan Review System (99-9)
3. Enforcement Practices	
a. Inspections	Bar Codes for Building Inspectors (97-9) Manufactured Dwelling Installation and Modification Standard (98-6) Customer Assistance in Manufactured Homes (98-23) Code Footprint for Code Application & Enforcement (98-25)
4. Automation	
a. Tools	Building and Fire Code Computer System (97-5) Automated Telephone Answering System (97-8) Bar Codes for Building Inspectors (97-9) Voice Response Automated System (98-10) Code Footprint for Code Application & Enforcement (98-25) Geographic Information System (99-4) Model Code Enforcement Package (99-6)
b. Complete Systems	Customer Service through Innovative Project Management and Technology (98-8) One-Stop Permitting System (98-19) Site Plan Review System (99-9)
5. Accessibility Compliance	Adoption of a Statewide Accessibility Code (98-2)
6. Energy Compliance	COMcheck-EZ (97-1) MECcheck (97-2)
7. Education Programs	Code Enforcement through Training (98-4) Expedited Plan Processing (98-11) Education of Building Inspectors (99-1) Virginia Building Code Academy (99-5)
8. Certification Methods	none

9. Privatization	Expedited Plan Processing (98-11) M Large Industry Annual Permit Process (98-21) M Self-Certification Program (98-24) M Limited Service and Repair Permit Program (99-3) M Annual Permit Program (99-10) M
10. Rehabilitation	none
11. Demolition	none
12. Home Warranties	none
Health and Safety Considerations	Models
1. Septic Systems	One-Stop Permit Center and Customer Checklist (97-3)
2. Radon	none
3. Lead Paint	One-Stop Permit Center and Customer Checklist (97-3)
4. Asbestos	One-Stop Permit Center and Customer Checklist (97-3)
5. Polybutelene Piping	One-Stop Permit Center and Customer Checklist (97-3)
6. OSHA Issues	none
7. Groundwater Wells	none
8. Fire Protection	Code Footprint for Code Application & Enforcement (98-25)
9. Indoor Air Quality	none

APPENDIX E

“CINDY WANTS TO BUILD A HOUSE”

REGULATORY MAP

(REVISED)

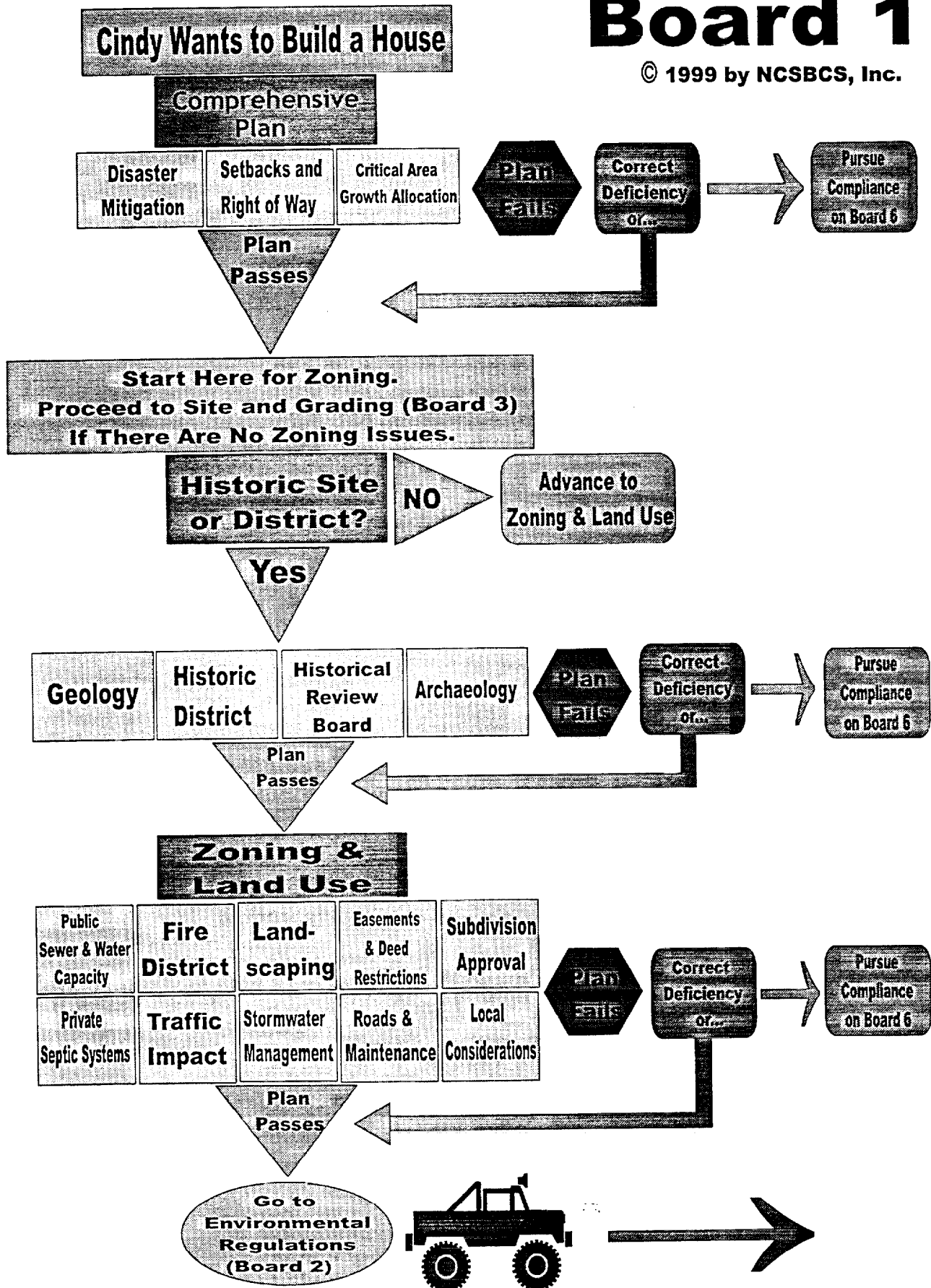
Cindy Wants to Build a House

A Map of
the Regulatory Process for
Residential Construction

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Board 1

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Board 2

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**Start Here for Environmental Compliance.
Proceed to Site and Grading (Board 3)
If There Are No Environmental Issues.**

Water & Soil Issues

Water Quality	Tidal Wetlands	Nontidal Wetlands	Flood Plain
Stormwater Management	Wetlands Buffers	Soil & Sediment	Septic & Well

Plant & Animal Issues

Forest Stand Delineation	Forest Conservation	Re-forestation	Endangered Plants	Endangered Animals
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Land Renewal Concerns

Brownfields Mitigation	Underground Tanks
-------------------------------	--------------------------

Product Approval

Recycled Materials	Environmentally Friendly Construction
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Hazard Mitigation

Natural Disasters	Discharge (Air Or Water)	Seismic Site
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Environmental Assessment Completed

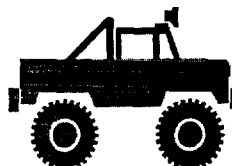
No Compliance Problems

Go to Site & Grading (Board 3)

Problems

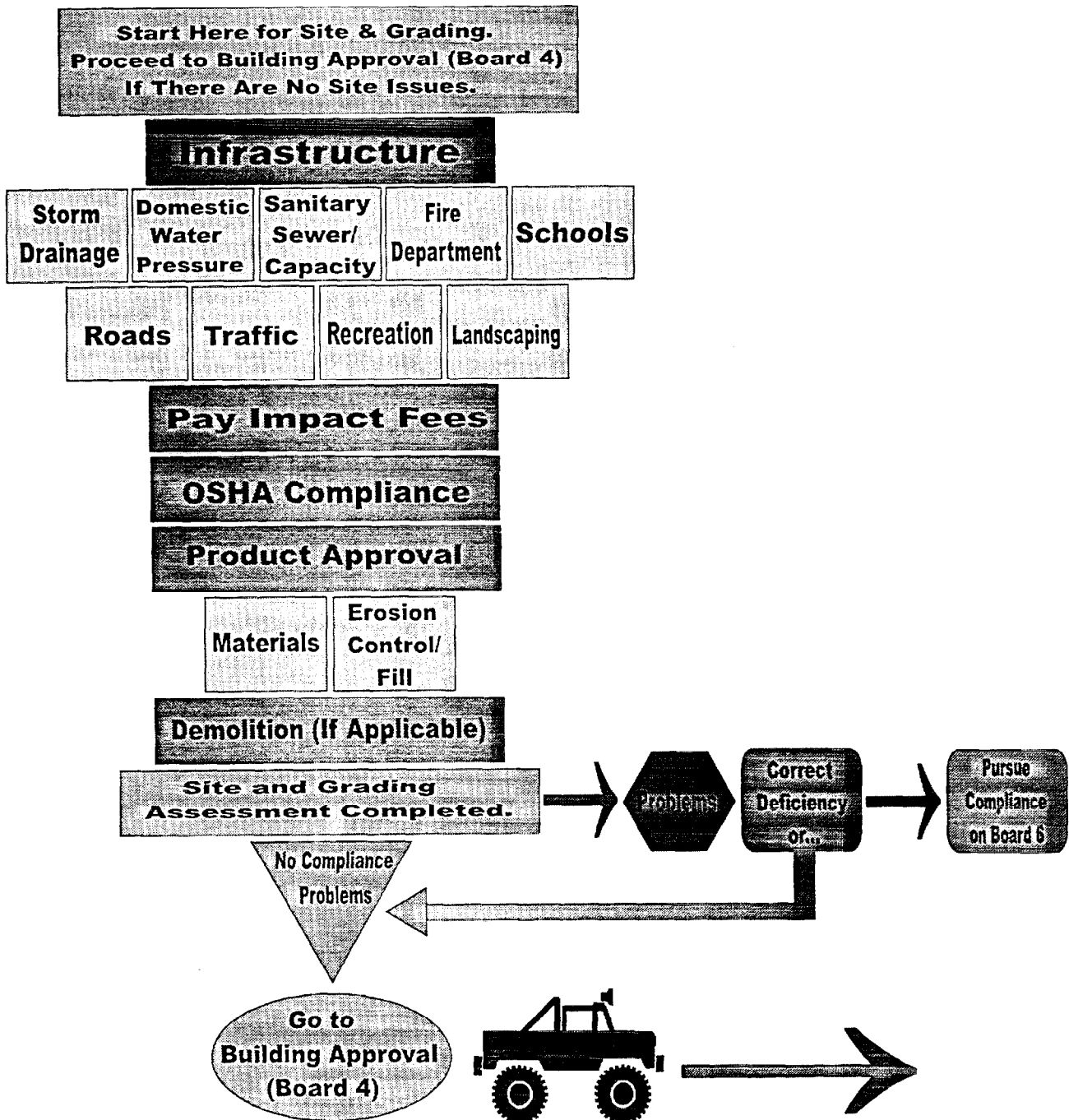
Correct Deficiency Or...

Pursue Compliance on Board 6



Board 3

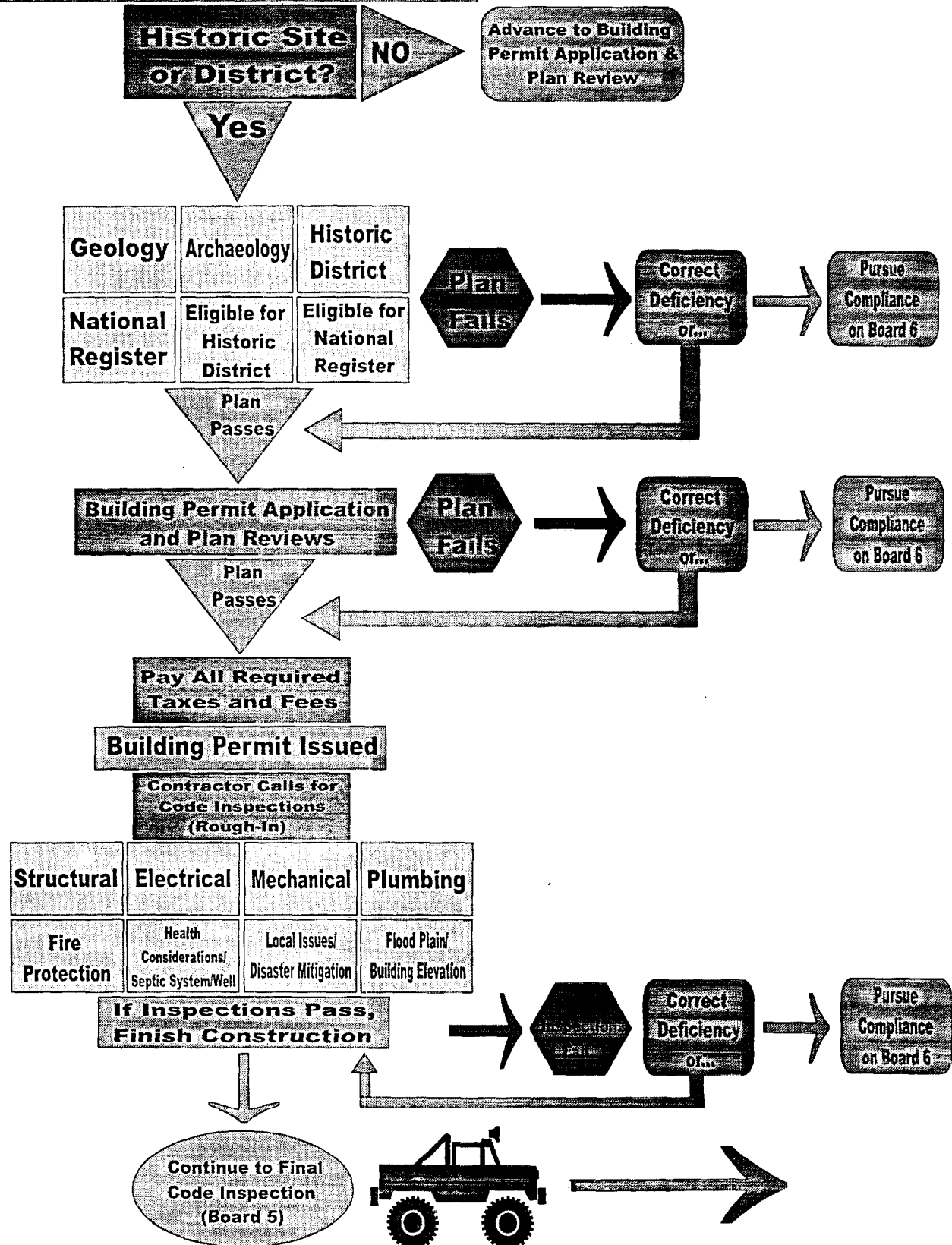
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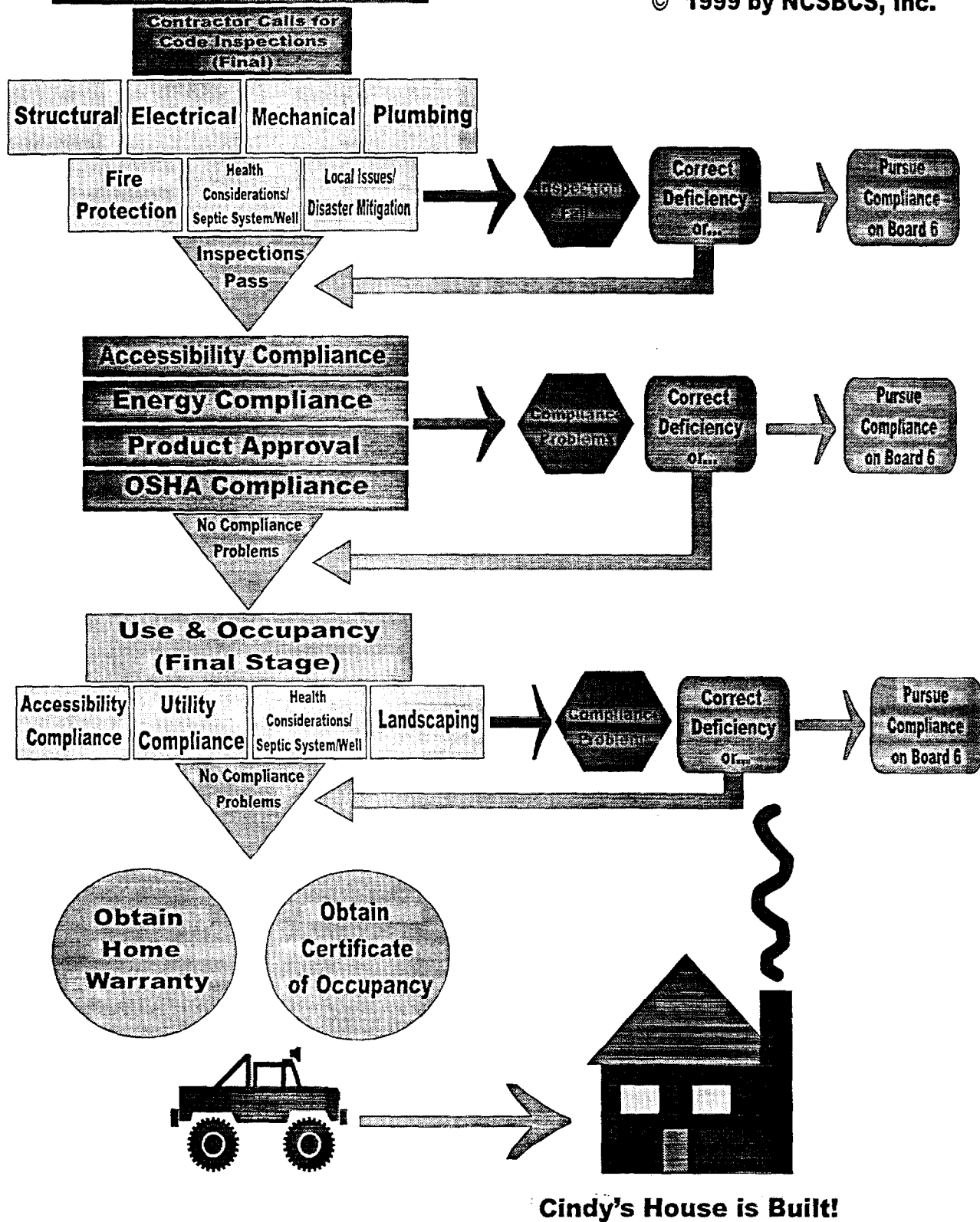
**Start Here
for the Building Construction
Approval Process.**

Board 4

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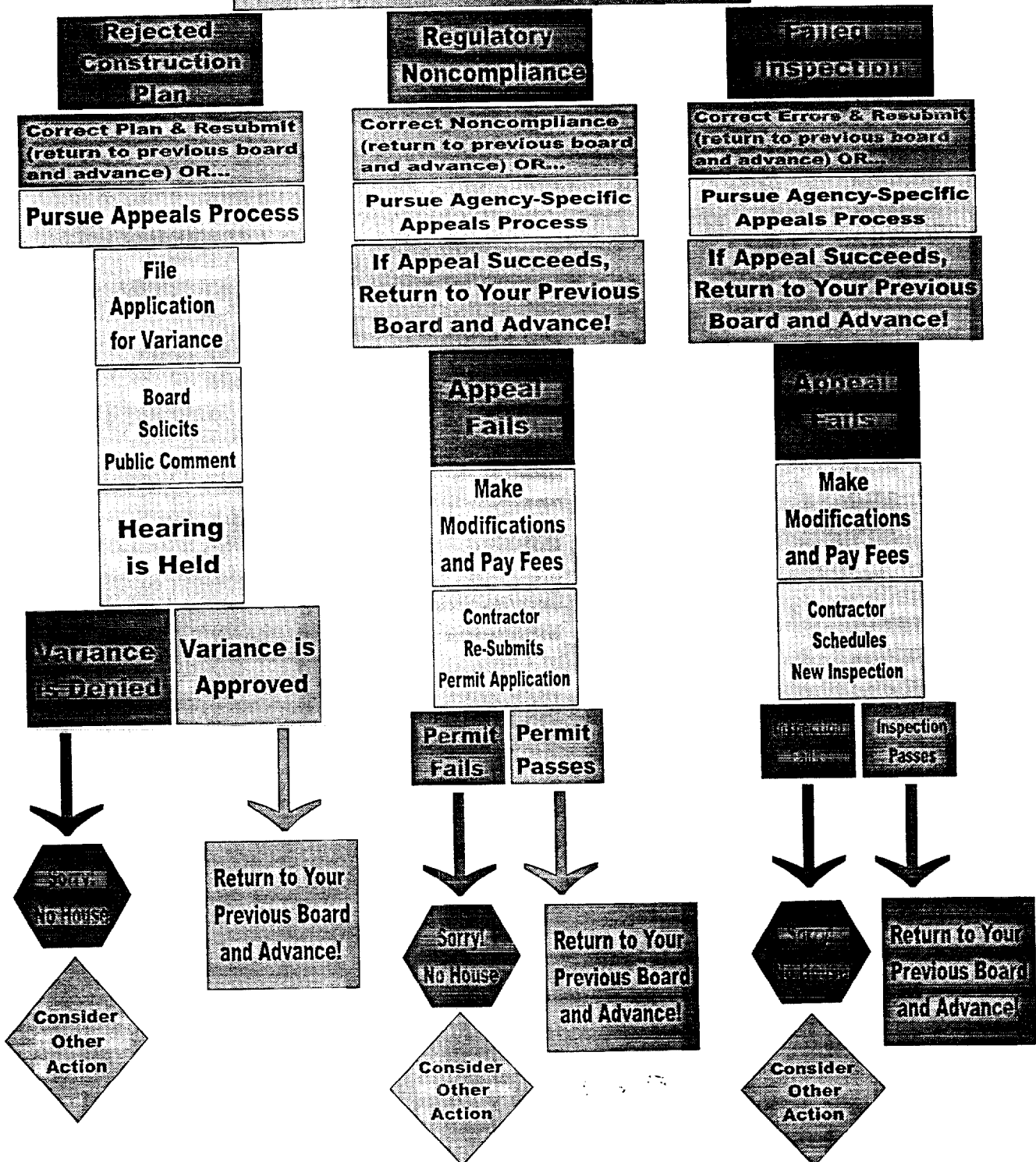
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Board 6

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What Is Your Compliance Issue?



This map of the building regulatory process is a work in progress, and can be polished only with your input.

If you find that your regulatory system differs from this generic representation, or if you have any other comments or questions about the Streamlining Project, please contact:

Brandon Stidham
NCSBCS
505 Huntmar Park Drive, Suite 210
Herndon, VA 20170
(703) 467-2048
bstidham@ncsbcs.org

APPENDIX F

SPREADSHEET:

JURISDICTIONS SEEKING PROACTIVE

STREAMLINING ASSISTANCE

Jurisdictions that want proactive streamlining assistance via workshops

Jurisdiction	Population	Sponsoring Group
Cleveland, Ohio	2.9 million	Home Builders Association of Greater Cleveland
Hilton Head, South Carolina	30,000	Hilton Head Island Builders Group
Los Angeles, California	3.5 million (city); 15.5 million (metro)	Department of Building and Safety; Pardee Construction Company
Miami/Dade County, Florida	3.5 million	Builders Association of South Florida
New Orleans, Louisiana	1.3 million	Division of Housing and Neighborhood Development
Phoenix, Arizona	2.7 million (metro)	Arizona Building Officials
Pittsburgh, Pennsylvania	369,879 (city); 2.4 million (metro)	Granor Price Homes
Portland, Oregon	1.7 million (city); 2.2 million (metro)	John Hasenberg Architects
Riverside, California	1.6 million	Warkentin Partnerhsip
Wilmington, Delaware	513,293 (metro)	City of Wilmington Real Estate and Housing Department
District of Columbia	523,124 (city); 4.6 million (metro)	Department of Consumer and Regulatory Affairs
State of California	32.7 million	Southern California Builders Association
State of Connecticut	3.3 million	Steiner, Inc.
State of Florida	14.9 million	University of Florida
State of Missouri	5.4 million	Missouri Department of Economic Development
State of New York	18.2 million	Builders Association of the Hudson Valley
State of North Carolina	7.5 million	SW Associates, Inc. (Hickory, NC)
State of Ohio	11.2 million	Ohio Home Builders Association
State of Oklahoma	3.3 million	University of Oklahoma
State of Pennsylvania	12 million	Pennsylvania State Builders Association; Granor Price Homes
State of Texas	19.8 million	City of Dallas Economic Development Department
State of Washington	5.7 million	Building Industry Association of Washington; Department of Community, Trade, & Economic Development

APPENDIX G

PROPOSED STREAMLINING PROJECT WORK PLAN

**PROPOSED STREAMLINING PROJECT WORK
SEPTEMBER 1999 - DECEMBER 2000
TASK OUTLINE**

This proposed workplan consists of services which have been requested by jurisdictions, project participants, national partners, and others. Work on these tasks is needed to successfully move the project from the model gathering and processing phase to the implementation phase. Foundation grants and other alternative funding sources will be sought for all proposed work, as well as additional contributions from Project Partners.

If your agency/organization is interested in directly assisting with the completion of any of these tasks, or if you have ideas or suggestions, please contact Bob Kelly at (703) 481-2024 or via email at bkelly@ncsbcs.org.

1. Ongoing Project Operations.

Since regulatory streamlining is an ongoing process, the Streamlining Project will continue to research, review, and publicize model programs from across the country. Models will also be sought to fill gaps where no streamlined models have been identified. As models for each regulatory category (on the "Cindy Wants to Build a House" regulatory gameboard) are produced, project efforts will shift towards generating third-party results information on each model, promoting the project compendium on a nationwide platform, and assisting with implementation and outreach.

Estimated cost (one year): \$70,000

Primary source of funds: NIST grant

Use of funds: Labor, meetings, conference calls, printing, travel, facilities, faxing, and mailing.

Estimated time to complete: ongoing

2. Regulatory Process "Gameboard" Series

The "Cindy Wants to Build a House" gameboard will be developed into both computerized and hard copy formats for distribution to all stakeholders as a teaching and evaluation tool. In both versions, explanatory language will be provided to describe each step in the regulatory process as well as to suggest types of model programs that streamline each step effectively. Once completed, versions for non-residential construction (commercial/industrial) types will be developed.

Estimated Cost (development of non-residential gameboard): \$18,000 (staff labor and consultant fees).

Primary source of funds: NIST grant (funds already earmarked for development and computerization of the single-family home gameboard)

Use of funds: Staff labor, consultants to design and automate, printing. Also mailing and teleconferences with Streamlining experts to review and approve new gameboards.

Estimated time to complete: Single-family home gameboard is complete. Need to automate and place in hard copy. Additional four months of consultant work, as well as staff work on explanatory text.

3. Streamlining Project Compendium.

Using the “gameboard” as an outline, a compendium of model programs will be developed that ties the executive summaries together with narrative on how the process works, what each step is composed of, and how to implement model programs. The Self-Assessment Guide for States, “Making Housing Affordable: Breaking Down Regulatory Barriers” (March 1994), may also be incorporated into the compendium or designed as a companion document (See Task 4). The compendium will be made available in hard copy and electronic formats.

Estimated Cost (includes Task 4): \$25,000 staff labor. Printing, electronic duplication (CD-ROM) and website upgrades to be determined.

Primary source of funds: NIST grant

Use of funds: Labor, outsourced printing, website upgrading (minimal).

Estimated time to complete: Five months

4. Update the Self-Assessment Guide for States, “Making Housing Affordable: Breaking Down Regulatory Barriers” (March 1994)

NCSBCS, with input from the Streamlining project’s national partners, will revise and republish the 1994 Self-Assessment Guide. Efforts will be taken to improve the guide’s effectiveness as a teaching tool for a broad range of stakeholders, including redesigning the guide as a workbook. Graphical depictions will be added and a customized interactive version will be developed for CD-ROM and internet download. The Self-Assessment guide may also be designed as a companion document, or part of, the Streamlining Project Compendium (See Task 3).

Estimated Cost (includes Task 4): \$25,000 staff labor. Printing, electronic duplication (CD-ROM) and website upgrades to be determined.

Primary source of funds: Streamlining project national partners, HUD.

Use of funds: Labor, outsourced printing.

Estimated time to complete: Dependent upon the format chosen.

5. Surveys.

From Task I of the May 16 - August 31, 1999 proposal, two surveys will be performed to determine: 1) the effectiveness of the model programs in the jurisdictions using them, and 2) the effectiveness of the Streamlining project itself. Results will be used to validate current models and to dictate future project activities.

Estimated Cost: \$24,769, as stated in the aforementioned proposal.

Primary source of funds: NIST grant

Use of funds: Labor, telephone costs, mailing.

Estimated time to complete: Three months per survey.

6. Streamlining Project “Strike Team”

A Streamlining Project “Strike Team” will be assembled from project staff, partners, and NCSBCS members to proactively assist communities in removing barriers to regulatory streamlining and building consensus for streamlining initiatives. The team would assist agencies at all levels of government and public/private organizations for a wide variety of purposes including, but not limited to:

- Identifying areas of a jurisdiction’s building regulatory process that could be streamlined;
- Implementation of new regulatory processes such as a “one-stop shop” or privatization;
- Evaluating a jurisdiction on behalf of funding agencies/organizations to determine whether regulatory barriers exist to the successful administration of construction or housing-related funds.

In the event that initial meetings and consultations are unsuccessful, the “Strike Team” may hold consensus-building workshops to bring all parties to the negotiating table to implement streamlining initiatives. These workshops will be modeled after those recently held by NCSBCS in the State of Oregon.

Estimated Cost: \$50,000 for five 2-day workshops. Estimate does not include consultant/facilitator fees.

Primary source of funds: NIST grant, additional funding from project partners

Use of funds: Labor, travel to attend meetings, printing, conference calls, and faxing.

Estimated time to complete: ongoing

7. Permit Process Benchmarking.

Research will be performed to benchmark the average time it takes to issue a building permit for a single-family home, etc. The majority of research will involve telephone surveys to building departments in a cross section of cities (varying in size) nationwide.

Estimated Cost: \$7,500

Primary source of funds: NCSBCS funds, NIST grant, other sources (NAHB-RC?)

Use of funds: Labor, telephone costs, faxing, mailing,

Estimated time to complete: two to three months

8. Code Development Advocacy.

Actively advocate the adoption of streamlined, uniform codes and standards. One approach is to take proven state-level specialty codes and gain their adoption in the International Code Council's family of codes.

Estimated Cost: to be determined based on specific projects

Primary source of funds: HUD and other partners for future advocacy projects

Use of funds: Labor, travel, minimal administrative costs.

Estimated time to complete: Ongoing, based upon code change cycles.

9. Consumer-Directed Streamlining Workshops.

Hold state and local level streamlining workshops in jurisdictions nationwide for builders, code enforcement personnel, elected officials, citizens, and other stakeholders. Develop a curriculum to teach the goals and objectives of regulatory streamlining. Develop a parallel curriculum to instruct citizens on how to navigate the regulatory process in revitalizing their communities.

Estimated Cost: \$40,000 for five 1-day workshops and development of consumer-directed curriculum and materials.

Primary source of funds: State and local governments

Use of funds: Labor, travel, printing and duplicating, mailing.

Estimated time to complete: Ongoing

10. Website Enhancement.

Enhancement of the existing Streamlining project website as a valuable resource for regulatory streamlining. Develop additional features to educate citizens about the regulatory process. This entails expanding the current website to include a virtual library of resource materials, streaming video of model programs and workshops, discussion areas, interactive teaching materials, and other enhancements to make visiting the website an educational experience.

Estimated Cost: \$12,000 (staff writing and editing costs, webmaster labor costs and software/hardware upgrades).

Primary source of funds: NCSBCS funds, NIST grant

Use of funds: Labor, computer and internet upgrades, possible consultant work.

Estimated time to complete: Two to three months

11. Code Enforcement Exposition

An annual exposition, consisting of a trade show and course series on the technical and nontechnical aspects of code enforcement, will be held in Northern Virginia and future locations to be determined. Vendors of streamlining tools (computers, office automation, building regulatory software/hardware) as well as providers of corporate and government services will be on hand. Project partners will also be invited to display their programs and to support the Streamlining project. Courses through IAPCA, model code organizations, and other groups will be held throughout the exposition to attract attendees. Targeted attendees include building officials, inspectors, planners, administrative personnel, elected officials, design professionals, construction law attorneys, and industry stakeholders.

Estimated Cost: to be determined

Primary source of funds: IAPCA and model code organization fees, some NCSBCS funds, pre-expo advertising and sponsorship fees, registration fees

Use of funds: Staff labor, instructor/consultant labor, facilities, printing, marketing, mailing

Estimated time to complete: 4 months for initial planning with public notice to be issued 6 months before the exposition

12. Model Development Panel.

A committee for the development of draft legislation and administrative rules will be developed to bring uniformity to the building regulatory process at all levels of government. Draft legislation and rules will remove overlapping and redundant steps in the process, and will promote department or agency-specific regulatory steps to appear at the same points consistently throughout the process. As a reference point, the committee will draft a recommended map of regulatory processes for residential, business/commercial, and industrial commercial construction types.

Estimated Cost: To be determined

Primary source of funds: NIST grant, in-kind services from project partners

Use of funds: Travel, conference calls, mailing, facilities.

Estimated time to complete: unknown

APPENDIX H

PROPOSED OPTIONS FOR

STREAMLINING PROJECT COMPENDIUM AND

HUD SELF-ASSESSMENT GUIDE

Options for the Streamlining Project Compendium and the HUD Self-Assessment Guide

As the *Streamlining the Nation's Building Regulatory Process* project's progresses into the implementation and outreach phase, the time has come to pull the project's work product together into a compendium for use by jurisdictions across the country and at all levels of government. At the same time, the Self-Assessment Guide for States, *Making Housing Affordable: Breaking Down Regulatory Barriers* (produced by the Council of State Community Development Agencies and NCSBCS for HUD in March 1994), must be updated to mirror findings developed during the Streamlining project's three-year existence.

The **Streamlining Project Compendium** (referred to as "Compendium") will serve as both a teaching tool and a resource for models and implementation strategies. The Compendium's introductory sections will outline the current building regulatory process, as reflected in the *Cindy Wants to Build a House* regulatory map, and will emphasize where redundancies can be removed to create a more streamlined process. The bulk of the Compendium will include sections on streamlined models for each step in the regulatory process and detailed implementation strategies for each model. Appendices will contain useful charts and documents produced by jurisdictions using streamlined models, as well as case studies that were not selected as models but could be helpful for some jurisdictions. The Compendium will be updated, either annually or biannually, with a reporter containing new model programs and results information submitted by jurisdictions using models.

The **Self-Assessment Guide for States, *Making Housing Affordable: Breaking Down Regulatory Barriers*** (referred to as "Guide"), will be re-designed as a teaching tool with broader applicability to include local jurisdiction self-assessment components. One approach is to open the Guide with a series of checklists and questions that evaluate various aspects of a state or local jurisdiction's regulatory process. Completing the checklists will produce scores that reflect the severity of barriers throughout the jurisdiction's regulatory process, and will refer the reader to sections of the Guide that outline how to remove the barriers (or alternatively, to sections in the Compendium). This format can also be easily modified for use in a computerized format for internet download or distribution on CD-ROM.

NCSBCS has identified three options for developing these two documents.

1. **Develop both documents separately.** This option stresses the alternative uses of the two documents— the Compendium as a resource for all stakeholders at all levels of government, and the Self-Assessment Guide as a teaching tool primarily for enforcement professionals, elected officials, and the local construction community. The drawback is that it does not pool the common elements of both documents, and may result in stakeholders knowing of the existence of one document but not the other.
2. **Develop both documents to complement one another.** This option correlates the two documents while at the same time emphasizing their two different uses— the Compendium

as a resource and the Guide as a teaching tool. The benefit is that stakeholders will not feel overwhelmed by having to deal with a single and possibly large compendium, but will still be aware that both documents exist to help them.

3. **Merge both into a single compendium.** This option is the best choice for pooling the common elements of both the Guide and the Compendium. This approach may make for a large and cumbersome document, as some stakeholders may want to make preliminary evaluations of their regulatory process and others may want to see different types of streamlined models. On the other hand, stakeholders will have a complete, comprehensive streamlining kit.

It is the recommendation of NCSBCS that Option 2, **Develop Both Documents to Complement One Another**, is the most prudent course of action.