
BBS MEMO

Ohio Board of Building Standards

Friday, April 28, 2006

6606 Tussing Road, P.O. Box 4009, Reynoldsburg, Ohio 43068-9009

Ohio's Industrialized Unit Program

WHAT'S BEEN HAPPENING WITH OHIO'S IU APPROVAL PROCESS?

Everyone who has dealt with Ohio's program over the past 9-10 months has had at least some problems. The data system previously used was not oriented for customers in an industry needing quick turnaround, accurate project status access, and a reliable payment method. After discovering how many submissions seemed to be getting lost and the enormous numbers of unpaid invoices accumulating over the past year, we began looking for what was wrong. After starting the electronic plans filing system, we received calls asking when an approval would occur, only to discover we never received the application (even though the submitter had sent it). We determined due to the large size of the files; our email system was not accepting all the files because of size limit thresholds established for the server...and those limits fluctuated. To add to the system failing, we lost Jason Marquez last winter to another job (the guy who was keeping the process from exploding). Explaining why or how we got into this mess is far less useful to you than what we have planned to solve the problem. For starters, we've blown up the existing system and started over. Here's what we've changed and what we've got planned:

RELOCATING THE PROGRAM

The administration and physical location of the IU program is now operating within the Board of Building Standards:

- **Jan Sokolnicki** now has responsibility for the daily operation of the program. If there is a question related to the overall scope of the program; problems with a local jurisdiction; a disagreement with the plans examiner on code interpretation; or an unusual request, such as to expedite a submittal, send an inquiry to Jan: jasokoln@com.state.oh.us
- **Mike Regan** continues as the primary IU Plans Examiner but is now on Board staff and reports to Jan. Only questions related to a project's plan review should be directed to him at Michael.Regan@com.state.oh.us. Do not call or send emails to Mike regarding plan review status.
- **Simone Leigh** is working as the current IU clerk but she is on a temporary assignment and also has other assigned duties. Within the next month, we will have another person exclusively dedicated to this program on a full time, permanent basis who will also report to Jan. Any status inquiry, questions about insignia request processing, etc., should be directed to Eplans@com.state.oh.us.

SYSTEM DATA CHANGES

This week we began using another database specifically created for this program which allows quicker data input & retrieval. The new system is based on information you have previously provided us on your company. It is imperative that you accurately complete the application, including the contact person with email address to be used for the specific project. Also, provide us ***one name that your company or division of a company wants to be known as***. We have found many of the delays we have caused you over the past year have been due to a company name that was on the application but wasn't intended to be used on a specific project. For example: Smith Co., Inc. DBA Jones Housing ...We need to know only one name for any one submittal, either Jones Housing or Smith Co., Inc.

INDUSTRIALIZED UNIT PROGRAM INFORMATION & FORMS

On May 8th, we will begin using an updated website <http://www.com.state.oh.us/dic/dicbbs.htm> which will provide up-to-date information, instructions and all forms to be used. A simpler application (*Construction Document Approval Application*) is posted but this application will be used only until June 1st, 2006.

NEW APPROVAL PROCESS COSTS & FEES

On May 15th, we are changing our fees and are instituting a new payment method to reduce delays associated with the old invoicing process:

- Each application will require a non-refundable Preliminary Payment of \$135.00 to be made before we will place the submission in line for review. \$100.00 of this payment will be used for the initial minimum review time; **No Plans will be scheduled for review before this payment is received and recorded as paid.**
- If a submittal is reviewed and approved within one-hour, an approval letter will be emailed to the submitter without a balance due indicated and the approved documents will be released;
- If additional review time is necessary because of the size of the submittal or needed corrections, the approval letter will be issued with the balance due indicated (based on \$100.00/hour in quarter hour increments) and the approved documents will be released after payment is made and recorded.

We will continue to require that an application accompany the electronic or hard copy submittal until June 1st. Even if you intend to submit hard copies of the construction documents, after June 1st, all applications will be required to be processed on-line using our web access (we will be posting the site address toward the end of May, please check our website for further updates).

ON-LINE APPLICATIONS SYSTEM

The best news - **on June 1st** our web based "*On-Line Submittal System*" will be operational and will include the following features:

- **Everyone will be required to submit their application on-line** - Each manufacturer is assigned an ID# and a unique password (we'll be clarifying this component before June 1st, including how we will give you your ID# & password, keep checking our website for updates). This will allow the submitter to access our website after inputting the ID# and password, fill out the required information (which replaces the application form), then, if an electronic submittal of plans is intended, the submitter will upload the plans to our expanded server;
- **The system automatically responds** - You will receive an email indicating the assigned project # (that you must use for payments, follow-up correspondence and project status updates);
- **When plans are approved & payments complete** - Your approved documents will be sent to you via email, mailed via your instructions or made available for you to retrieve from the website by downloading them when it's convenient for you;
- **On-Line Project Status Access** - Also, by using your ID#, password, and project # you will be able to check the status of your submittal within our system. Each project will be located in our system based on what has been submitted, what fees have been paid and approvability of the documents. The following are the different status conditions:
 - ***Application Received*** – we have the application but not the plans & the required preliminary payment has not been recorded...the project has been assigned it's number but is not yet in line for review;
 - ***Application & Plans Received*** – we have the application & plans but the fee has not been recorded
 - ***Ready for Review*** – we have the application, plans & fee and the project is in line for review
 - ***Corrections Required*** – we have sent a correction notice and are awaiting a response
 - ***Resubmission Review*** – resubmitted documents are in line for review
 - ***Plans Approved, Unpaid Review Fee*** – plans are approved but additional review fees have not yet been received/recorded
 - ***Approved Paid*** – Plans are being sent or have been sent