Planning, Design and Construction (PDC) – Building Department (BCO) Permitting Procedure

Procedure Steps

1. Contractor applies for permit in Citizenserve
2. BCO notifies PDC Project Manager (PDC PM) via email that work tags are required and simultaneously provides PDC PM Citizenserve access to the permit.

3a. PDC PM reviews contractor-provided information and provides information in Citizenserve

    a. PDC PM logs in to Citizenserve
    b. On the Home screen the PDC PM clicks **"View/Edit Permits or Request Inspection"**
    c. Select the correct permit from the list. The associated permit number can be found on the email from Ning.
    d. Select **"Edit my Permit."**
    e. Verify the scope of work entered by the contractor.
    f. Verify the Cost of Work entered by the contractor. If the amount is incorrect, edit this field. **(Remember Cost of Work for BCO should include all design, construction, and equipment costs associated with the permit.)**
    g. If you would like the permit expedited, select that box. There is a charge of $550.00 to expedite permit review.
    h. Provide the ERP Project Number found in the details page of eBuilder in the Citizenserve data field called **"Project Task (FPC Only)."**
    i. Check the box that confirms scope and worktags are correct.
    j. Select whether or not the construction space is an ITAR lab
    k. Select **"submit."**

3b. PDC PM starts eBuilder BPMT Process

    a. PDC PM calculates permit fees using the Permit Fee Calculator and the Cost of Work that was supplied to Citizenserve. If you requested expedited review be sure to include that amount on the form. **(The Cost of Work of the permit should include design, construction, and equipment costs associated with the permit**)
    b. PDC PM verifies that the eB budget line is equal to or greater than the permit fee. If more funds are required, the PDC PM will complete an eB Budget Change Approval (BCA) process to alter the amount before proceeding.
    c. Start and submit the BPMT process for the associated project. Be sure that the cost of work amounts provided in Citizenserve and used in the Permit Fee Calculator are equal.

4. BCO receives notification from Citizenserve that the permit has been edited and BCO uses the "PJ Number" to transact and Internal Service Delivery (ISD) journal in Workday (WD). The ISD will route for approvals in Workday, ultimately in the court of the WD Project Manager (Wrenz Ronas).

5. The WD Project Manager will reconcile the Workday ISD with the eBuilder BPMT. If they match he will approve both. If they do not match he will reject the ISD. BCO and the PDC Project Manager will be notified of the rejection via email.

6. The BPMT will route back to the PM to select the correct contractor representative from various people in the contractor role on the project. The PM may elect to also add themselves to this step to provide oversight that the contractor follows through with completing the step.

7. The BPMT will route to the contractor representative. Once the permit has been issued the contractor or the PDC PM will upload the permit card and approved permit documents. This will complete the process.