



BUILDING DIVISION NEWS

JUNE 2021 VOL. 1

Greetings! Welcome to the City of Littleton Building Division's monthly newsletter! At the start of each month, the Building Division will deliver a comprehensive newsletter that will provide statistical information related to building permits and inspections, updates on changes within the division, and helpful and relevant information for contractors and homeowners. In this first newsletter, we will introduce you to the division and our team, talk about activities that are upcoming or underway, and provide information related to statistical data associated with the division.

What does the Building Division do?

Generally, the Building Division issues permits, conducts plan reviews, and performs inspections of work authorized by permits.

Issuing permits involves the processing of permit applications, the calculation of valuations and fees, the routing of applications to the appropriate agencies for review, and insuring that all inspection and documentation requirements are met in order to facilitate the issuance of a letter of certificate of completion. The Building Division issues permits for residential and commercial construction, both new and renovation/remodel, as well as permits for work in the right-of-way and parking.

The plan review process consists of review by numerous divisions, departments and agencies, both internal and external, to ensure that the work proposed within submitted plan and specification documents is compliant with adopted and amended codes. The review process often involves multiple exchanges of code-related information and revised documents between team members and applicants to ensure full compliance with applicable codes prior to the issuance of the permit.

Field inspection involves the observation and inspection of work to ensure that it matches the work depicted in plans and documents approved in the plan review process, in addition to complying with the adopted building codes and amendments. Small projects may require only a couple of inspections, while larger projects can require as many as a hundred or more inspections. In addition to field inspections for compliance, building inspectors also conduct field consultations to assist in clarifying requirements when difficulties in execution of work arise, investigate incidents of work occurring without the required permits, and respond to requests for service from Fire and Police when damage to structures occurs.



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Who are we?

The current team performing the duties of the Building Division consists of the following group of talented individuals. They are:

Chief Building Official – John Schumacher
Senior Permit Technician – Hope Jones
Permit Technician – Lindsey White
Permit Technician – Michelle Rainbolt
Plans Examiner – Steven Salg
Building Inspector – Eric Bowman
Building Inspector – Randy Zachow
Building Inspector – Luis Baca

The current Building Division team is a group of experienced and certified individuals dedicated to excellent customer service and professionalism, ensuring that work performed within the city of Littleton is safe and compliant with the codes adopted by City Council. The Building Division is in the process of recruiting a building inspector for an existing vacancy and hopes to add another member to the team by mid-July.

What are we working on?

Over the past year, the Building Division has been engaged in an ongoing process of change designed to improve customer service and increase efficiency. Below is list of projects and enhancements designed to provide clarity and improved usability that are underway within the division. Future newsletters will expound on some of the individual items within the list. Projects and enhancements within the division include:

- Electronic permit submittal and plan review
- Implementation of new TRAKiT permitting software, with an electronic application component
- Adoption of the 2021 version of the International Codes, with amendments
- Adoption of the 2020 version of the National Electrical Code
- Updates to the City of Littleton Contractor Licensing ordinance
- Updates to Building Division forms, informational handouts and web pages
- Increased communication and transparency



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How are we doing?

2020 was a difficult year for many, the Building Division included. As evidenced by the data below, the Building Division is experiencing a significant increase in activity compared to last year.

MAY 2021

PERMIT AND INSPECTION DATA AND COMPARISON

MONTH/YEAR	PERMITS	INSPECTIONS
MAY 2021	203	1022
MAY 2020	73	710
PERCENTAGE OF CHANGE	+178%	+44%
YEAR 2021	700	3686
YEAR 2020	685	3265
PERCENTAGE OF CHANGE	+2%	+13%

Instrumental in our efforts to affect meaningful changes and improve our service to you is your feedback. Next month the division will begin to distribute customer service surveys that will allow you to provide us feedback on your experience with the various aspects within the permitting, plan review and inspection processes. A copy of the survey document will be attached to the July newsletter. Copies will also be distributed with future Certificates of Occupancy or at the completion of project final inspections. Your responses will be valuable in assisting with identification of areas of potential enhancement or improvement.

The Building Division team strives to assist you and to provide you with the most efficient and professional customer service possible. Your comments and suggestions concerning how we can best do that are always welcome and can be submitted directly to us at permits@littletongov.org or jschumacher@littletongov.org. We look forward to serving and working with you in the near future.