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# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Joseph Horwedel

**SUBJECT: BUILDING PERMIT PROCESS:  
SPECIAL TENANT IMPROVEMENT  
(STI), INDUSTRIAL TOOL  
INSTALLATION AND EXPRESS  
PLAN REVIEW SERVICES**

**DATE:** August 16, 2010

Approved

Date

8/16/10

## INFORMATION

During the recently completed 2010-11 budget deliberations City Council reinforced that investing in development services is key strategy to regain jobs as revenue within San Jose in the face of continuing worldwide recession. This informational memorandum is intended to update the program date has made in implementing the investments Council authorized.

The STI-ITI lines provide expedited plan review services for businesses and industries that desire to expand their facilities, upgrade their manufacturing capabilities, or relocate to San Jose. The added STI-ITI service line adds capacity that will ensure businesses and industries are scheduled for plan review in less than five days.

The additional Express Line will improve services to businesses that wish to pay for expedited services. This additional express line allows us to now process larger and more complicated projects and will allow all businesses, small and large, to avail of an expedited plan review service. By allowing larger project access to this premium service, it also creates capacity for the plan review staff behind the counter to tend to the other large complex commercial, industrial, and residential projects, improving their service response. As a premium service, this added service line will generate additional revenue that allows reinstating some of the service capacity that has been eliminated over the past 18 months, again improving the service response from the City.

### STI-ITI Program

Development Services have filled five of the seven positions needed for the additional STI-ITI line. The following positions are still to be filled:

- a. Building Electrical Inspector – There is no Building Electrical Inspector available in the reinstatement list at this time as all laid off electrical inspectors have returned or declined

to return to City employment. PW has a Building Electrical Inspector position that is proposed to be eliminated at the end 2010. Arrangement is being made for the Building Division and Public Works to share the inspector occupying this position until the end of December. At that time, it is currently anticipated that the inspector will move to the position in the STI-ITI Program.

- b. Hazardous Materials Inspector II – There is no Hazardous Materials Inspector II available in the reinstatement list or from other departments at this time. The Fire Department is beginning the hiring process and expects to fill the position by the end of October.

While waiting for the Hazardous Materials Inspector position to be filled, Development Services will proceed with commissioning the second STI-ITI line when the Building Electrical Inspector becomes available (August 30, 2010), but will limit the projects that the second line processes to those without hazardous materials to not overtax the capacity of the Hazardous Material staff.

Additionally, staff is relooking at the capacity of Public Works to support the new service lines and not create delays in issuing permits. If additional staff is required, it is anticipated the position will not be full time and thus reallocation of existing staff would occur and the funding adjusted to ensure proper cost recovery for the programs.

**Express Plan Review Service**

At this time, all positions for the third Express Service Line are filled. This line will begin its operations on Monday, August 16, 2010.

/s/  
JOSEPH HORWEDEL, DIRECTOR  
Planning, Building and Code Enforcement

Should you have further questions, please contact Ed Tolentino at (408) 535-7791.

**Development Services**

***Term-Limited positions for Third Express Line, funded July 1, 2010 through June 30, 2011:***

1.0 FTE Associate Engineer  
1.0 FTE Building Inspector  
1.0 FTE Principal Permit Specialist  
1.0 FTE Sr. Permit Specialist  
0.5 FTE Planner I/II

***Term-Limited positions for second STI/ITI Line, funded July 1, 2010 through June 30, 2011:***

1.0 FTE Associate Architect (PBCE)  
1.0 FTE Planner II (PBCE)  
1.0 FTE Associate Engineer (Fire)  
1.0 FTE Hazmat Inspector II (Fire)  
2.0 FTE Building Inspectors (PBCE)  
1.0 FTE Sr. Permit Specialist (PBCE)