

PARCEL FILES – FOR STORAGE OF ELECTRONIC FILE MATERIALS

WHAT:

Data and document storage by parcel number for permits and parcel specific information. This does not apply to long range projects.

PURPOSE:

- Organized storage of electronic documents
- Improve coordination among divisions
- Simplify public records requests
- Facilitate electronic submittals
- Eliminate multiple responses to public information requests
- Reduce time necessary to prepare the record for appeals

START DATE: JAN 1, 2017

The image shows a file explorer window with a left-hand navigation pane and a right-hand main pane. The left pane shows a tree view of folders. The 'PARCEL FILES' folder is expanded, showing a list of parcel numbers. The folder '352324006000' is highlighted in blue. The right pane shows a list of files with their names and modification dates.

Folder/Item	Modification Date
Videos	
Local Disk (C:)	
Shared (\\sjc-wa.us\county) (K:)	
CDP (\\sjc-wa.us\county) (N:)	
ADMIN	
BUILDING	
CODE ENFORCEMENT	
FORMS, LISTS & HANDOUTS	
HEARING BODIES AND ADVISORY BOARDS	
LAND USE	
NATURAL RESOURCES	
PARCEL FILES	
240850021000	
251222007000	
251234008000	
261334004000	
261533010000	
262714006000	
271124007000	
271158011000	
271453105000	
272634002000	
351912003000	
352324006000	
353450049000	
360152002000	
A - GENERAL CORRESPONDENCE	10/23/2017 6:41
BUILDG-15-0298	11/3/2017 10:35
BUILDG-17-0231	10/23/2017 6:35
CRITICAL AREA REPORTS	10/27/2017 8:54
PCUP-14-0020	10/23/2017 6:44
PSP000-12-0001	10/23/2017 6:38

<ul style="list-style-type: none"> ▼ PARCEL FILES <ul style="list-style-type: none"> 240850021000 251222007000 > 251234008000 <ul style="list-style-type: none"> 261334004000 261533010000 262714006000 271124007000 > 271158011000 > 271453105000 <ul style="list-style-type: none"> 272634002000 351912003000 ▼ 352324006000 <ul style="list-style-type: none"> A - GENERAL CORRESPONDENCE ▼ BUILDG-15-0298 <ul style="list-style-type: none"> APPLICATION MATERIALS CORRESPONDENCE DRAFT FINAL PERMIT DOCUMENTS INSPECTIONS BUILDG-17-0231 CRITICAL AREA REPORTS > PCUP-14-0020 > PSP000-12-0001 > 353450049000 > 360152002000 > 451121011000 > QUICK STAFF LINKS > STAFF FOLDERS > WORK PLANS 	<ul style="list-style-type: none"> APPLICATION MATERIALS CORRESPONDENCE DRAFT FINAL PERMIT DOCUMENTS INSPECTIONS 	<ul style="list-style-type: none"> 10/19/2017 9:22 AM 10/19/2017 9:23 AM 10/19/2017 9:26 AM 10/23/2017 6:45 PM 10/19/2017 4:10 PM 	<ul style="list-style-type: none"> File folder File folder File folder File folder File folder
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- ▼ PARCEL FILES
 - 240850021000
 - 251222007000
 - > 251234008000
 - 261334004000
 - 261533010000
 - 262714006000
 - 271124007000
 - > 271158011000
 - > 271453105000
 - 272634002000
 - 351912003000
 - ▼ 352324006000
 - A - GENERAL CORRESPONDENCE
 - > BUILDG-15-0298
 - BUILDG-17-0231
 - CRITICAL AREA REPORTS
 - ▼ PCUP-14-0020
 - APPLICATION MATERIALS
 - CORRESPONDENCE
 - DRAFT
 - FINAL PERMIT DOCUMENTS
 - PUBLIC COMMENTS
 - SEPA
 - STAFF REPORT
 - > PSP000-12-0001
 - > 353450049000
 - > 360152002000
 - > 451121011000
 - > QUICK STAFF LINKS
 - > STAFF FOLDERS
 - > WORK PLANS

Name	Date modified	Type	Size
APPLICATION MATERIALS	10/19/2017 9:26 AM	File folder	
CORRESPONDENCE	10/19/2017 9:27 AM	File folder	
DRAFT	10/19/2017 9:27 AM	File folder	
FINAL PERMIT DOCUMENTS	10/23/2017 6:44 PM	File folder	
PUBLIC COMMENTS	10/19/2017 9:27 AM	File folder	
SEPA	10/19/2017 9:28 AM	File folder	
STAFF REPORT	10/19/2017 9:27 AM	File folder	

WHO CREATES THE FOLDERS:

1. NEW PERMITS: During permit file set up for new permits. When the hard copy for the permit file is created, so are the following electronic folders (Hint: you can copy folder set up from the sample folder in the parcel files):

“PARCEL NUMBER’ use the TPN for the new project, for example **123456789000**

“A – GENERAL CORRESPONDENCE”

“CRITICAL AREA REPORTS”

“PERMIT TYPE & NUMBER” NAMED WITH THE PERMIT NUMBER AND CONTAINING THE FOLLOWING SUBFOLDERS FOR EACH PERMIT DEPENDING ON THE TYPE OF PERMIT:

BUILDING PERMIT # MECH/PLUMB # ROW PERMIT # SWMP #	LAND USE PERMIT #	CODE ENFORCEMENT #	FIRE PERMIT #
APPLICATION MATERIALS	APPLICATION MATERIALS	CORRESPONDENCE	APPLICATION MATERIALS
CORRESPONDENCE	CORRESPONDENCE	NOTICES	CORRESPONDENCE
DRAFT	DRAFT		DRAFT
FINAL PERMIT DOCUMENTS	FINAL PERMIT DOCUMENTS		FINAL PERMIT DOCUMENTS
INSPECTIONS	PUBLIC COMMENTS		INSPECTIONS
	SEPA, IF APPLICABLE		
	HEX STAFF REPORT, IF APPLICABLE		

2. EXISTING PERMIT FILES: The first person who needs to save the information creates the parcel folder, permit folder and all of the permit subfolders including any necessary for the information being saved.

3. FOR PARCEL SPECIFIC GENERAL CORRESPONDANCE: The first person who needs to save information creates the parcel folder and A - General Correspondence subfolder.

WHAT GOES IN THE FOLDERS?

1. A- GENERAL CORRESPONDENCE – Emails, letters, “ASK A PLANS EXAMINER”, “ASK A LAND USE PLANNER” forms, inquiries and other correspondence that are parcel specific **but not related to a permit application or code enforcement file.**

Correspondence that is related to a permit application or code enforcement file should be in the project correspondence subfolder in the permit subfolder.

2. APPLICATION MATERIALS – All application materials submitted by the applicant or agent submitted by the applicant or agent if scanned or submitted electronically. Documents that are not scanned initially should be put in this folder when they are scanned.

3. DRAFT DOCUMENTS – Completed draft documents should be stored in the drafts folder. Staff folders to be used only for holding templates and examples, and partially completed drafts. Once the draft is ready for supervisor review, it is placed in the draft folder under the appropriate permit subfolder.

4. FINAL PERMIT DOCUMENTS OR STAFF REPORT

All final documents that are issued. Fee sheets, building permit documents, permit cards, approved plans (if in electronic form), final staff report with attachments, Hearing examiner decisions. These document should be PDFs unless the final document is a word document.

5. LAND USE REVIEW FOR BUILDING PERMIT – Land use review for a building permit needs be in the associated building permit file.

HOW TO NAME FILES SAVED IN THE PARCEL FILE SUBFOLDERS:

1. CORRESPONDENCE

A. GENERAL CORREPENDENCE

STAFF GENERATED:

YEAR-MM-DD_DCD/DEPT_AUTHOR LAST NAME_TYPE OF DOCUMENT

*2017-10-30_DCD_SHOOK_ASK A PLANNER RESPONSE
2017-10-30_DCD_SHOOK_CRITICAL AREA MAP REVIEW
2017-10-30_DCD_SHOOK_LAND USE INFORMATION
2017-10-30_PW_SHARP_ROW QUESTION*

FROM THE PUBLIC:

YEAR-MM-DD_PUB_AUTHOR LAST NAME_SUBJECT/TOPIC

2017-10-30_PUB_JONES_CRITICAL AREA QUESTION

FROM A PUBLIC AGENCY:

YEAR-MM-DD_AGENCY_AGENCY NAME_AUTHOR LAST NAME_SUBJECT/TOPIC

2017-09-25_AGENCY_WFDW_ANDERSON_PERMIT NEEDED

B. PERMIT RELATED CORRESPONDENCE:

STAFF GENERATED:

YEAR-MM-DD_DCD/DEPT_AUTHOR LAST NAME_DOCUMENT TYPE_PERMIT NUMBER

2017-10-30_DCD_SHOOK_INCOMPLETE LETTER_PCUP-12-0001

FROM THE PUBLIC:

YEAR-MM-DD_PUB_AUTHOR LAST NAME_SUBJECT/TOPIC_PERMIT NUMBER

*2017-10-30_PUB_SMITH_COMMENT ON APPLICATION_PCUP-12-0001
2017-10-30_PUB_BROWN_COMMENT ON MDNS_PCUP-12-0001*

FROM AN AGENCY:

YEAR-MM-DD_AGENCY_AGENCY NAME__AUTHOR LAST NAME_TYPE OF DOCUMENT_PERMIT NUMBER

2017-09-25__AGENCY_WDFW_ANDERSON_MDNS COMMENTS_PSEPA-12-0001

2. STAFF GENERATED BUILDING DOCUMENTS:

N:\ADMIN\Electronic Records\DCD STANDARDS FOR ELECTRONIC DATA STORAGE.docx

PERMIT NUMBER_ DOCUMENT TYPE

BUILDG-17-0001_FINAL CARD
BUILDG-17-0001_REQUEST FOR ADDITIONAL INFORMATION
BUILDG-17-0001_RESPONSE TO PERMIT STATUS QUESTION
BUILDG-17-0001_INCOMPLETE LETTER

3. STAFF GENERATED LAND USE, CODE ENFORCEMENT, FIRE DOCUMENTS:

YEAR-MM-DD_ DEPT_ AUTHOR LAST NAME_ DOCUMENT TYPE_ PERMIT NUMBER

2017-10-31_DCD_SHOOK_INCOMPLETE LETTER_PCUP-12-0001
2017-11-01_DCD_SHOOK_STAFF REPORT TO HEX_PCUP-12-0001
2017-11-02_DCD_SHOOK_REQUEST FOR ADDITIONAL INFORMATION_PCUP-12-0001
2017-09-11_PW_SHARP_RESPONSE TO PERMIT STATUS QUESTION_PCUP-12-0001
2017-10-28_DCD_SHOOK_SEPA MDNS_PCUP-12-0001
2017-11-08_DCD_SHOOK_PUBLIC NOTICE_PCUP-12-0001

4. DOCUMENTS FROM APPLICANT/AGENT

YEAR-MM-DD_ APPLICANT/AGENT LAST NAME_ DOCUMENT TYPE_ SUBJECT/TOPIC

2017-08-15_JONES_BUILDING PERMIT APPLICATION_BARN
2017-09-10_JONES_EMAIL_PERMIT STATUS
2017-08-16_JONES_EMAIL_DOCK QUESTION

5. DOCUMENTS FROM HEARING EXAMINER, HEX AGENDAS, HEX MINUTES

YEAR-MM-DD_ HEX_ DOCUMENT TYPE_ PERMIT NUMBER

2017-09-25_HEX_DECISION_PCUP-12-0001

6. PLANNING COMMISSION AND COUNCIL DOCUMENTS RELATED TO A PERMIT (REDESIGNATION, OPEN SPACE, PLAT, PALT ALTERATION)

YEAR-MM-DD_ BODY_ DOCUMENT TYPE

2016-07-01_PC_AGENDA
2016-07-01_PC_PH_SIGN IN SHEET
2017-09-11_CC_HEARING NOTICE
2017-09-25_CC_HEARING AFFIDAVIT