

## Fall is here...



Days are a bit shorter, and the overall South Texas temperature is beginning to cool down. Well FY 21/22 is in the books, and we can look back and provide an accurate assessment of what we achieved and what still remains to be accomplished.

In the summer of 2022, the City Council approved an updated Historic Preservation Plan. This plan will provide a guide as to how the City well-manage and maintain the historic fabric of our beautiful City.

Also in the summer of 2022, City Council approved a Military Compatibility Area Overlay District (MCAOD) - basically this rezoning provides protection for our military installations and protection for the surrounding community.

Additionally, City Council approved a design contract for our Building Renovation and Addition. The task order was executed on September 19<sup>th</sup> and design will soon be under way.

As always, we have our hands in a lot of things: the Master Planning and Impact Fee Study process is still ongoing and the goal is to get this completed task to City Council in the summer of 2023; the STAR Program (Voluntary Contractor Registration) will be launched later this year; the adoption of the 2021 International Codes will be presented at City Council later this year, as well, and finally, we are planning to launch our new upgraded INFOR system, Rhythm for civics (the portal) and DigEPlan (Document review) early in the new year.

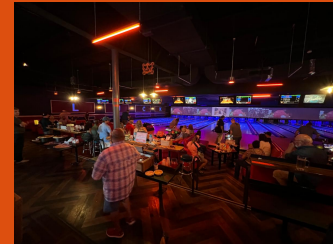
**As always, thank you all for your continued support and let's keep moving forward ...!!!**

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## DSD's Bowling Event



This event was one for the books...  
DSD's Team Building Event @ Bowlero in celebration and acknowledgement of all DSD staff!!!





## New Staff Certifications

Oscar Landa (2 Certifications)  
Brandon Rains  
Kenny Cloutier  
Robert Cardona  
Michael Dice  
AJ Garcia

\*DSD has 45.5% of Team Members that possess an ICC Certification, State Licensure and/or National Registration; However, our goal for Fiscal Year FY21/22 was 50%...!!!

## Employees of the Quarter



Lauren Lerma  
Permit Technician



Etta Blake  
Sr. Customer Service Rep

## New Employee

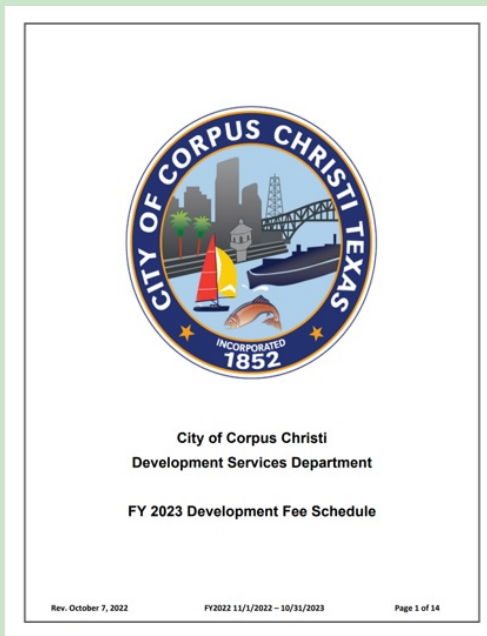
Welcome to  
the  
team!!



Bria Whitmire  
Engineer V

## FY 2023 Development Fee Schedule

To Start November 1st, 2022



Fees will be live in Infor on  
November 1st, 2022

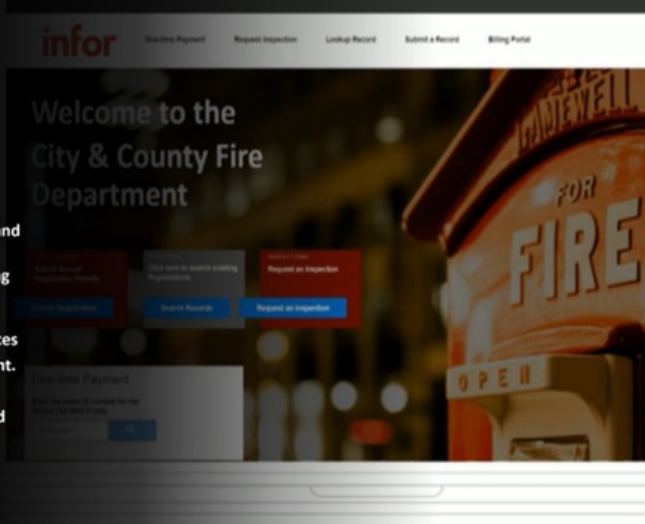
- Permits that have been processed with intake complete prior to November 1st will not see fee increases.
- All other permits that have not completed intake will be subject to the revised fees.

[Fee Schedules](#)

DSD Permitting - Technology Upgrade

# Rhythm for Civics

- Single portal for application and upload
  - We will no longer use email for receiving and sending documents and plans.
  - Application, upload, tracking and managing your permit will be done with one user friendly portal.
- Notification management for delivery preferences
  - Customers can elect how messages are sent.
- Self-Service online payment options
  - System will be able to remember your card for faster transactions.
  - Land Development Applications (Zoning, Platting and Public Improvements) can be paid on the portal.



- Quick access
  - Submitting a permit
  - Scheduling and inspection
  - Checking status
  - Making a payment
- Tracker built into every permit to show the stage with ease.

## Welcome to the City & County Fire Department

**APPLICATIONS**

Submit Annual Registration Permits

[Submit Registration](#)

**REGISTRATION**

Click here to search existing Registrations

[Search Records](#)

**INSPECTIONS**

Request an Inspection

[Request an Inspection](#)

**One-time Payment**

Enter the exact ID number for the record you want to pay

Search for a license or permit. Use the search box to filter the list. Clear your search to see the full list once again.

**Licenses & Permits**

Apply for a new license or permit, or renew an existing one. Use the search box to filter the list. Clear your search to see the full list once again.

**Fire Registrations**

- **Building Permits**  
Building Permit Applications for residential and commercial construction.
- **Licensing and Certificate of Occupancy - All Areas**  
Applications for Business & Trade Licenses within our jurisdiction. Application and renewal of Certificate of Occupancy.

Quick view for all permits under your account!

View Details	Status	Added Date	Details
<p><b>Noise Complaint</b></p> <p>105 WINDSORBOEN AVE Brooklyn NY 11237</p> <p><a href="#">VIEW</a></p>	Open	09/21/2022	<p><b>Resolution</b></p> <p>Description Lead must test due</p>
<p><b>Annual Renewal License</b></p> <p>1022 LAUREN AVE Las Vegas NV 89107</p> <p><a href="#">VIEW</a></p>	<p><b>Status</b></p> <p>Annual Renewal License</p> <p><b>Address</b></p> <p>1022 LAUREN AVE Las Vegas NV 89107</p> <p><b>License Date</b></p> <p>09/21/2022</p> <p><b>Last Renewal Date</b></p> <p>09/21/2022</p> <p><b>Grace Period</b></p> <p>09/21/2022</p> <p><b>Expire Date</b></p> <p>09/21/2022</p>	<p><b>Inspection Completed</b></p> <p>No</p> <p><b>Resolution Date</b></p> <p>No</p>	<p><b>Description</b></p> <p>Doing Business As</p> <p><b>Type of Business</b></p> <p>Doing Business As</p> <p><b>Permit</b></p> <p>Annual Renewal License</p> <p><b>Upload B</b></p> <p>00000000 00000000 00000000</p> <p><b>Fee</b></p> <p>Minimum \$0.00</p>

Documents uploads for permitting, inspections, and closeout

- Inspection scheduling, rescheduling or canceling
- Customer can download documents from staff for approved plans and permit cards

Inspector Mobile App

**Complaint** 202401

105 WINDSORBOEN AVE  
Brooklyn NY 11237

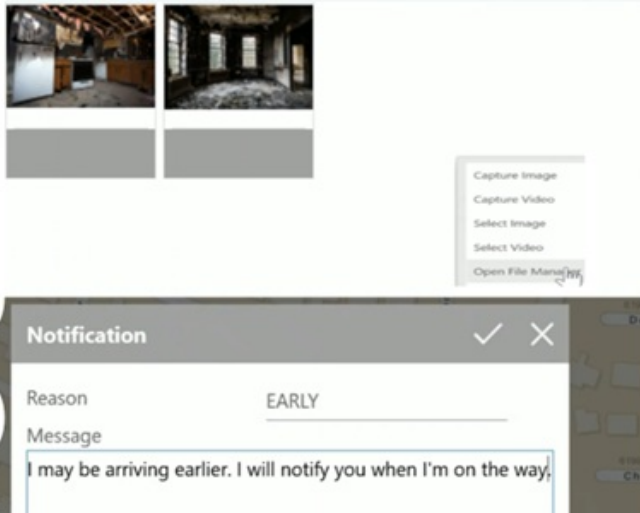
**Request** 202401

1022 LAUREN AVE  
Las Vegas NV 89107



# Inspections

- Notification Messages
  - System will notify those listed for notification.
  - Inspector will notify for early, running late, finalize inspections and on the way!
  - Contractor can respond to push inspection if needed and inspector will be notified.
- Upload Pictures/Videos
  - Pictures and videos can be taken and from mobile devices and uploaded directly to the permit on site.
  - Uploads will be viewable to Portal users and office staff

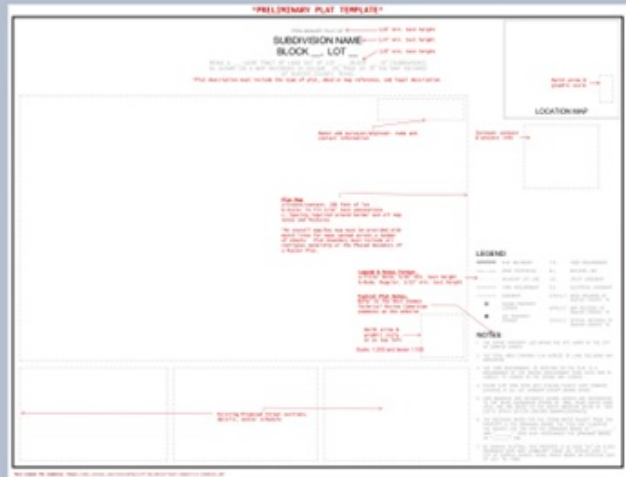


## Land Development

### Plat Document(s) Standardization Rollout

- Amending or Minor Plat Template
- Final Plat/Replat Template
- Master Preliminary Plat Template
- Preliminary Plat Template
- Vacating Plat Template

**\*Effective November 1<sup>st</sup>, 2022**



Plat Templates

## Building Division

### DSD Free Training

#### Training Schedule

- October 19<sup>th</sup> – Electrical 101
- November 2<sup>nd</sup> – Energy 101, Plumbing 101
- December 7<sup>th</sup> – Plan Review Basics, Permitting 101
- January 18<sup>th</sup> – Smart Vent Flood-Proofing Training



Sessions start @ 8am. Please RSVP to Grace at [gracesh@cctexas.com](mailto:gracesh@cctexas.com) for reservations.  
Location: Development Services Building 2406 Leopard Corpus Christi, TX. 78408

Draft IB's  
At-Risk Conditional Permits - Plan Submittals - TABC Application

\*Will be finalized soon\*

Visit our  
website

## International Accreditation Services (IAS)



This is a DSD Goal for FY 22/23

### Helping Building Departments Achieve Excellence:

Improving Services- Achieving Goals-  
Building Confidence

Building Department Accreditation  
Service Goals

Emergency Response Plans

Quality Management System

Management Reviews

Documents Records

Complaints & Appeals

Personnel: Permitting, Budget, Plan

Review, & Inspections

## Master Planning & Impact Fee



**DEVELOPING  
OUR FUTURE**  
CORPUS CHRISTI

A project to help the City  
plan and pay for growth in  
a more intentional manner.



[www.developing-our-future-cc.com](http://www.developing-our-future-cc.com)

## DSD REPORT

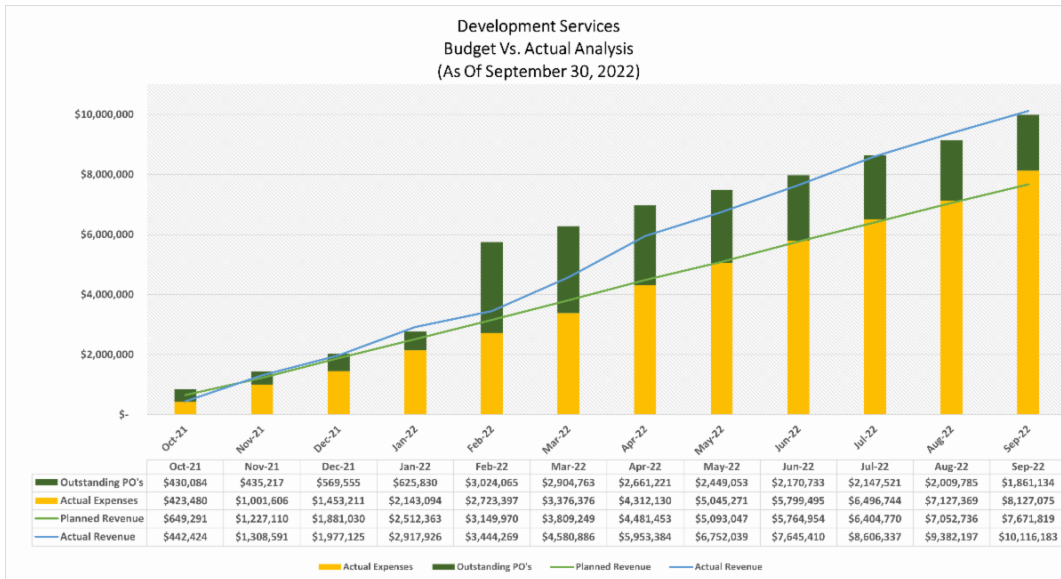
# Winter Break Schedule

December 24, 2022 – January 2, 2023



DECEMBER 2022							JANUARY 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

## DSD FY 21/22 Financials & Metrics



Vacancy Report / FY 21/22				
Division	Quarter 1 Vacancy Rate	Quarter 2 Vacancy Rate	Quarter 3 Vacancy Rate	Quarter 4 Vacancy Rate
Land Development	36.67%	20.00%	26.67%	20.00%
Administration	14.29%	14.29%	14.29%	14.29%
Inspection Operations	18.48%	13.04%	4.35%	10.87%
<b>Totals:</b>	<b>22.43%</b>	<b>14.71%</b>	<b>10.29%</b>	<b>13.24%</b>

## Fiscal Year 2021/2022

Metrics	#
1. Total number of residential plans reviewed	4,132
2. Total number of residential permits issued	3,806
3. Average review time for FY 21/22 - ??? (DSD Goal is 3 business days)	1.56
4. Total number of commercial plans reviewed	900
5. Total number of commercial permits issued	863
6. Average review time for FY 21/22 - ??? (DSD goal is 10 business days)	5.16
7. Total number of trade permits issued	13,031
8. Total number of inspections conducted	51,096
9. Total percentage of inspections conducted next day (DSD goal is 95%)	92.28%
10. Total number of zoning applications submitted in FY 21/22	44
11. Total number of zoning applications taken to Planning Commission and to City Council	50
12. Average time to get zoning cases to Planning Commission and City Council (DSD goal is 90 days or less)	81
13. Total number of plats submitted for FY 21/22	175
14. Total of plats taken to Planning Commission	140
15. Average time to get plats to Planning Commission (DSD goal is 45 days or less)	89
16. Total number of Public Improvements submitted in FY 21/22	100
17. Average time to complete to initial plan review (DSD goal is 25 days)	20
18. Total number of customers that visited DSD in FY 21/22	7,922
19. Average wait time for customers - *Qless began week of April 4, 2022	7.84
20. Total of calls into DSD for FY 21/22	8,000
21. Total number of dropped calls in FY 21/22	122



2406 Leopard Street Corpus Christi, TX 78408 | (361) 826-3240  
[www.cctexas.com/ds](http://www.cctexas.com/ds)



City of Corpus Christi- Development Services | 2406 Leopard Street, Corpus Christi, TX 78408

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