

## Important Announcement: Starting January 1, 2017

By emphasizing the following core values, **Mayor Brenneman** and City Administrator **Joel Montgomery** have made improving service in the City of Wooster a priority.

- **Continuous Improvement**
- **Leadership and Management**
- **Stewardship and Trust**

**The building permit or zoning process** is more than just purchasing permits and scheduling inspections thereby ensuring that buildings are built safe and sound. Behind every permit is a homeowner's dream, a new or expanded business, an enhancement to the community and the economy, and the creation of jobs. **It is really part of making Wooster a great place to live and work.** Therefore, reducing the time and effort to obtain approvals, permits and inspections is a priority. A key is replacing old paper-based processes with a simple to use on line system.

**Starting January 1, 2017 our new system, "View Point Cloud"** is a web-based electronic and document workflow solution that allows homeowners, Architects, Contractors and City staff to initiate and complete the building permit plan submission, review, approval and inspection process online as opposed to a manual, in-person, telephone or paper-based process.

### Submit from anywhere, 24 hours 7 days a week

- Plan reviews (upload all documents) – no paper submission
- Building, Zoning, Plumbing, Electric, HVAC, Fire Suppression and other permits
- Online fee payment
- Online review of plans when required
- Permits, receipts, plan reviews and other documents issued to applicant online
- Online inspection requests and reports back from inspectors

As a cloud / web based platform all that is required is access to the World Wide Web via desktop computer, laptop, tablet or other device.

But after all is said and done, in our view, this change is not about technology. It's really about people. We want to thank Mayor Brenneman and Joel Montgomery for setting the course and for the way they make continued investment in the community – with people a priority. Also, we want to thank the team of **Carla, Kim, Scott, Mark and Justin**. We all come with different skills, personalities, mindsets and attitudes but this is what makes all the difference. We learn from each other and I want to thank each and every one of them for finding a way to get this done. We've heard from many of our peers about what we are doing here in Wooster and they wonder how we are getting this done and how this will work. Invariably, we end up talking about the people, not the technology. After all, this is what makes Wooster a great place to live.

Visit the site: <https://woosteroh.viewpointcloud.com/>

Attachment: Guide to using Viewpoint Cloud

**Tim Monea, Chief Building Official**  
**Andrew Dutton, City Planner**

