



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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Technical Assistance Bulletin

Below are key dates for this year's exciting transition to the City's new permit system, TRAKiT. Coinciding with one of our busiest times of year, as well as the new Rental Registration & Safety Inspection Program, this summer is going to be hectic! Please keep that in mind when planning your permits and projects, as staff resources will be tight. Delays are likely, and updated information will be provided as soon as it is available.

Delivery # 1: June 18th, 2015

June 29, 30 and July 1 - onsite training of employees relating to Fire, Public Works, land use, intake, plan review, inspection, enforcement and management.

July 2-14 - system testing

Delivery #2: July 30, 2015

August 1 - 13 - testing

Delivery #3: September 3, 2015

September 4 - 17 - testing

End user onsite training for EVERYONE who touches a Permit, Project, License or Code case:

October 27-30, November 2-17

TRANSITION TO LIVE SYSTEM - transactions limited to paper only

November 16 & 17

GO-LIVE

November 18 - 19, 2015

Please direct any questions you have regarding the new permit system and/or rental registration program to:

Nicole C. Oliver

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