

# COUNTY OF YORK

## MEMORANDUM

**DATE:** September 3, 2024

**TO:** York County Board of Supervisors

**FROM:** Mark L. Bellamy, Jr., County Administrator 

**SUBJECT:** Enhancements to Electronic Plan Review and Submissions

The County's development and building permit processes are vital services for our citizens and the contractor community. While we currently offer some electronic services, we are committed to expanding these offerings within this fiscal year and plan to implement further enhancements through the Capital Improvement Program (CIP).

For building permits that do not require plan submissions, applicants can now apply electronically using forms available on our website at [York County Building Permit Forms](#). The most common permit types have PDF application forms that are fillable online, while others must be printed, completed, and scanned. Regardless of the format, completed applications can be submitted via email to initiate the application process. Additionally, applicants must create a portal account. Permit technicians perform data entry to initiate the permits, and upon staff review of their application, applicants are able to pay online through the portal. Detailed instructions for this process can be found on our [Building Safety](#) page. Please note that applications requiring plan submissions currently require the applicant to submit paper plans to the office.

We are actively working on enhancing our software portal to further streamline the building application process. Once these upgrades are complete, applicants will no longer need to fill out PDF forms manually. Instead, they will use the portal for a more efficient and seamless application experience. We anticipate rolling out these enhancements for different permit types during the first and second quarters of calendar year 2025. It is important to note that these changes will not affect processes requiring plan submissions.

We are adding Electronic Plan Review (EPR) as part of the CIP. The initial cost for this project is estimated at \$250,000, with an additional annual operating cost of \$100,000. EPR will enable electronic submissions for subdivision and site plan review applications including online payment options, as well as building permit applications that require plans. The entire review process will be conducted electronically, facilitating all communications between customers and County staff, and among staff members themselves, to be paperless (except where legally required). Most importantly, EPR will significantly streamline the process by eliminating the delays associated with physically transferring documents between County offices and between staff and customers.

The enhancements planned for the end of this fiscal year, along with the strategic investments outlined in the CIP, mark a significant advancement in how York County delivers services to its customers. By transitioning to a fully electronic, paperless system,

York County Board of Supervisors  
September 3, 2024  
Page 2

we aim to create a faster, more efficient, and transparent process that meets our community's evolving expectations.