



Service Proposal

ONLINE APPLICATIONS, PLAN REVIEW, PERMITTING, DOCUMENT TRACKING AND INSPECTIONS

Prepared For: Town of Leeds

Proposal Number: 20260819

Prepared By: Bradi Frei, Owner

Proposal Date: 8/19/26

Proposal Valid Until: 11/22/26

Objective

To provide you with an all-in-one solution for your municipal needs. From start to finish in all your departments, we provide a solution.

Scope of Project

Mobile & Desktop Ready -

City Inspect™ Software is cloud based on reliable Amazon Servers. All software and files are backed-up automatically to keep your files safe at all times. The City Inspect™ Software is available anywhere you have internet access and is ready to use on all Apple, Android and Window devices (mobile and desktop). We are also developing a mobile app for tablets and phones. This app will allow a user to travel to a job site with no internet service and still be able to complete inspections. Once the device is connected to the internet, it will automatically send the data to the servers and sync with your system.

Training -

We provide, at minimum, two trainings. The first training is an overview of the system with all departments attending to understand the workflow of the system and how each department works together. The second training is per department and user role. We make sure everyone is comfortable in their individual positions. If additional training is needed, I schedule that with those users and we go more in-depth to the system for that users.

Online Applications -

The City Inspect™ Software was built specifically for Building Departments, Public Works, Planning & Zoning, Development, Encroachment, Stormwater, Code Enforcement and Business License. We have a start to finish process for permitting and inspections, tracking documents and managing projects.

- ***Apply for Permits Online*** – It is now easier than ever to apply online for permits. Applicants can now easily create an account, go through an easy step-by-step process to apply for any permit online. Once submitted, the application immediately goes to the appropriate department for approval and acceptance. Once accepted or rejected (for accuracy), the application goes into Plan Review.
 - ***Plan Review-*** We have a complete ‘start to finish’ process for Plan Review. Builders and Homeowners can apply online for their permits, view real-time tracking of the plan review process, submit/re-submit new documents and read and/or respond to comments in real-time. Our system allows multiple departments to review documents assigned to them, per permit, and sign-off on those items either as a department or an individual. The applicants can also view the status of the plan review by logging into their account and viewing their permits.
 - ***Paying for Permits-*** Once a permit has moved out of plan review, it’s time to pay for the permit. We work with several online payment companies like Xpress Bill Pay, Instant Payments, Allpaid, Converge and more. The applicant can easily pay online and get an issued permit while eliminating office work for your staff by automatically placing those payments into your accounting software.
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- **Issuing Permits-** Once the permit is paid for, it's time to issue it. Our system will automatically issue upon an online payment, no need for extra work for your staff! If you don't use online payments, you can manually collect the payment and issue the permit in our system.
 - **Start Inspecting-** Once the permit has been issued, you are ready to start inspecting. There are no additional steps to begin this process! Just click the schedule inspection button and start scheduling your inspections to your inspectors. New inspections are immediately shown in the inspectors' schedule in real-time. Applicants can also request inspections online through their portal, saving you time and phone calls!
 - **Completing Digital Inspections-** Inspectors can easily view their schedule and start their inspections right from their calendar. During their inspection (without leaving the digital inspection page), they can view the plans, engineering, previous inspections, add additional inspections, view notes from the office admin, attach photos to the inspection and of course pass or fail the inspection. Emails are automatically sent to the builder and owner, there are no additional steps and remembering emails. The system does it for you.
 - **Online Inspection Requests-** City Inspect™ Software allows builders to login to their permits to view all inspections and request inspections. They can specify the date they wish to have the inspection but understand it is just a request and not a guarantee. Once requested, the inspection request instantly shows up on the admin's schedule as a "Builder Requested Inspection." The admin will then schedule the inspection for any date and inspector available. Once the admin schedules the inspection, the Builder that requested the inspection receives an email stating their [INSPECTION] for [PERMIT #] has been scheduled for [THIS DATE] [AM or PM]. The Builder can login anytime to access pending inspections, request inspections, view completed inspections, view their permit, plans, and all other certificates or clearances they may be missing.
 - **Plans, Engineering & Documents-** Easily upload plans and engineering to your permits. There are no file size restrictions to the size of plans you can upload. (Please just keep in mind that larger plans will take longer to load in the field over slower internet connections.) Our Software also offers a summary page where you can attach any other documents to the permit. RESCheck files, certificates for C/O, clearances, photos, gas design diagrams, sewer/water lateral maps, etc. There are no restrictions on files to attach. The Software also allows you to create custom sections per permit for easily finding documents.
 - **Calendar Scheduling-** City Inspect™ Software has an easy drag and drop calendar for scheduling. Easily view all your inspectors' schedules side-by-side or just select the ones you want. Our schedule allows the admin to schedule events to "block-out" time for the inspectors for vacations, training, plan review or any other event in which they would need to block out their schedule. Our inspectors can start their inspections right from their calendar so they don't need to go back and forth between devices and calendars.
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- ***Tracking Permits & Reporting-*** All inspections are automatically digitally filed with the permit and trackable by each inspection and inspector. We have reporting tools on permits, inspections and all fees collected. This data can be printed, exported and downloaded for easy use.

Unlimited Users -

The City Inspect™ Software Offers unlimited users at no additional cost. We believe you should be able to use the software in every aspect needed. Each City can add as many users as necessary to get the most out of this software.

Maintenance & Updates -

As part of your maintenance contract, all service, updates and maintenance are included. You will always have the most up-to-date software available at no addition cost.

Software Integration -

Enfusion Technologies has a full programming team available to help integrate the City Inspect™ Software with any existing software platforms to share data.

Cloud Based -

Our City Inspect™ Software is cloud based on Amazon AWS servers. There is no need for local servers to use our software. If you want to receive routine backups of your data, we can provide you those at no additional cost to allow you to store them locally on your own servers, at your discretion, but they are not needed to use or maintain your service with us.

Device Ready -

Because our City Inspect™ Software is cloud based, it works on any device with any browser you choose. We do not supply devices with the software because we know that is specific to the users and what might already be available to you. Most of our inspectors use a phone, iPad, Surface, laptop or other device for inspections and most office staff use the computers they already have. We can give great recommendations if you are in the market to purchase new devices to accompany our software.

Other Modules at no additional Cost -

City Inspect™ offers many modules with your system such as: **Building, Business License, Code Enforcement, Development, Encroachment, GIS, Parking Tickets, Planning & Zoning, Stormwater, Work Orders and more.**

CONTRACT & PRICING

License Fee

The License Fee is a one-time fee for the use of the Software, training and setup. This includes the import of existing files.

Maintenance Agreement

The annual maintenance and updates proposal is based on the average number of new home and commercial permits you issue each year (the large-scale permits). We guarantee you will always be using the newest software available. You will not pay any additional charges for maintenance, support and updates. Once the contract expires, the pricing will be reviewed and adjusted based on the average number of permits over the term of the previous contract.

Option 1- BASE PLAN: Pricing Summary – 5 Year Contract*

Due Upon Commencement:

Permit Count:	Up to 100 permits
One-Time License Fee:	\$ 5,800
<i>*Discount for 5-Year Contract</i>	\$ -1,500
Annual Maintenance Dues:	\$ 2,500
TOTAL	\$ 6,800

Option 2- TOWN PLAN: Pricing Summary – 5 Year Contract*

Due Upon Commencement:

Permit Count:	Up to 300 permits
One-Time License Fee:	\$ 7,800
<i>*Discount for 5-Year Contract</i>	\$ -1,500
Annual Maintenance Dues:	\$ 5,500
TOTAL for 5-Year	\$ 11,800

IMPORTANT NOTE:

The prices quoted are assuming a typical three-year average of new large-scale permits. In anticipation of the large developments coming to the Town of Leeds, the Town Plan would accommodate the growth. However, we can start in the Base Plan and adjust after the first year if needed. Please contact Bradi with any questions at (435) 668-3248 or bradi@cityinspect.com.
