



BUILDING PLAN REVIEW, PERMIT, AND INSPECTIONS Data Entry Instructions

The UNC School of Government (the School) and the NC Department of Insurance Office of State Fire Marshal are collecting benchmarking data. Follow the steps below to submit data for your jurisdiction.

STEP 1

Open the Benchmarking 2.0: Building Plan Review, Permit, and Inspections Data Collection Tool in Qualtrics. unc.az1.qualtrics.com/jfe/form/SV_42PtaWR3ho09PWm.

Note: Qualtrics only allows work on one form for one service area and one year at a time. To work on multiple forms simultaneously, open a separate form in an incognito window or a different web browser (i.e., Google Chrome, Safari, Microsoft Edge, Firefox).

STEP 2

2a. Enter your full name and valid work email address.

2b. Select the fiscal year, jurisdiction, and service for which you are entering data and submit your answers.

Name

First and last name of the person entering data.

Email

Email of the person entering data.

Fiscal Year

(Note: A Fiscal Year runs from July 1st to June 31st)

☐ 2025

☐ 2024

☐ 2023

Select Your Jurisdiction

Start typing your jurisdiction name in the field below.

Service

☐ Building Plan Review, Permit, and Inspections

Submit

STEP 3

3a. Read each metric's name and definition and for each, select either "enter data below" and input the data (numeric values only; no text or symbols)* or "N/A" if no data is available.

3b. Add any comments about the input data (optional) and submit your answers. **Review all information before submitting. Once data is submitted, there is no way to go back.**

Permits issued for addition, alteration, or conversion of commercial buildings

Total number of permits issued in the fiscal year for addition, alteration, or conversion of commercial buildings in accordance with the NC Building Code.

☒ Enter Data Below

☐ N/A (Data not available)

Comments

Submit Data

**Text can be copied and pasted into the data entry fields as long as it does not contain symbols or spaces. To ensure numbers are pasted as plain text (with no formatting), paste using Ctrl+Shift+V (Windows) or Command+Shift+V (Mac), after removing all commas and extra spaces.*

WHAT HAPPENS NEXT?

INTERNAL DATA AUDIT OCTOBER

The School will conduct an internal audit of all approved data.

DASHBOARD EARLY NOVEMBER

Audited data will be available on the Benchmarking 2.0 dashboard.

STRATEGY SESSIONS NOVEMBER

Half-day in-person sessions for service department officials from each participating municipality, focusing on data trends, strategies, challenges, and best practices. Each session will be dedicated to a single service.

REPORT NEXT JULY

The School will publish a report that includes data analyses, internal and external organizational performance challenges, and best practices and innovations to mitigate those challenges.

INFORMATION OR QUESTIONS

Contact Obed Pasha, Director, North Carolina Benchmarking Project | pasha@sog.unc.edu.