

OpenGov 


CCSF – PermitSF

Weekly Status Report – February 9, 2026



Project Status – High Level

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources)

PermitSF Project Health		<p>This week, the project moved into the soft launch period for the February go-live workflows. At this stage, no new changes are being added unless they are critical for go-live and reviewed and approved.</p> <p>As more people begin using the system, small issues may surface. OpenGov has support coverage in place and is ready to quickly address any issues that could impact go-live.</p> <p>PermitSF and OpenGov have also agreed to pause non-essential changes, including configuration and SOP updates, until after go-live. Any requests that come in during this time are being documented so they can be reviewed and addressed post-launch.</p> <p>Overall, the team is focused on execution and stability as we prepare for the February 13 go-live.</p>
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Top Risk(s)

1. **Staff & Applicant Readiness** – Continued emphasis on communication, process clarity, and support tools as the project enters launch week.
2. **Late Requests During Soft Launch** – New requests should be limited to Feb go-live–critical items.

Top Issue(s)

1. **Soft Launch Defects** – Minor bugs may surface during soft launch; OpenGov is prepared to triage and fix critical items rapidly.

Top Win(s)

1. **PermitSF ready for soft launch** – with controls and escalation paths in place.
2. **Clear pre-, during-, and post-go-live plans finalized** – strengthening staff and applicant readiness ahead of February 13.

Project Status – Milestones

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources; **GREY** = not started)

Milestones/ Workstreams	Record Type Workflows	Data Migration	Payment Processor	Integration**	Reporting & Dashboards	Change Management
Initiate	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	Completed	Completed	Completed	Completed	Completed
Configure	Completed (Feb) In Progress (Apr)	N/A	Completed	Completed (Feb) In Progress (Apr)	Completed (Feb) In Progress (Apr)	Completed (Feb) In Progress (Apr)
Train	Completed (Feb) Not Started (Apr)	N/A	Completed	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)
Launch	Completed (Feb) Not Started (Apr)	N/A	In Progress	Completed (Feb) Not Started (Apr)	Completed (Feb) Not Started (Apr)	In Progress (Feb) Not Started (Apr)

****Integration includes Master Address Table, GIS with Flags, CSLB, Advanced Reporting Integration, Bluebeam****

Project Status – Workflow/ Permit Type

Status Indicators (**GREEN** = on track, no major issues; **YELLOW** = potential risk to project delivery; **RED** = issues present with major impact to scope, schedule, resources; **GREY** = not started)




Workflow	Fire Construction	Fire Operational	Online Trade**	OTC DSW-R	Signs	Solar**	Special Events	Water Flow
Initiate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Validate	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Configure	Completed	In Progress Due by 2/22	In Progress Due by 2/22	Completed	In Progress Due by 2/22	In Progress Due by 2/22	Completed	In Progress Due by 2/22
Train	In Progress	Not Started	Not Started	In Progress	Not Started	Not Started	In Progress	Not Started
Launch	On Track for Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	On Track for*** Go Live: 2/13/26	Not Started Go Live: 4/13/26	Not Started Go Live: 4/13/26	On Track for Go Live: 2/13/26	Not Started Go Live: 4/13/26

Small Mechanical has been rolled up into the Online Trade category; it is now replaced by the Solar workflow.

Re-roofing Go Live Date: April 13th, 2026

Project Health Tracker Dashboard

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Delivery		Delivery remains on track as the project executes the soft launch. February workflows are stable, and OpenGov is actively monitoring the environment to address any go-live–critical issues that emerge.
Schedule		The February 13 go-live remains on track. No schedule changes were introduced this week. All non-critical requests are deferred to protect launch readiness.
Resource/Capacity		Coverage and escalation plans are active for soft launch and go-live week. OpenGov and PermitSF teams are aligned on rapid response and decision-making to support a smooth launch and immediate post–go-live stabilization.

Thank You