

COMPLETENESS AND SUBSTANTIVE REVIEW TIMEFRAMES FOR PERMITS (CDP'S)¹						
Permit Classification	Completeness Review Stage²	Substantive Review Stage³			Overall Review Timeframe⁵	Project Manager⁶
		1st Review Letter Issued³	2nd Review Letter Issued³	3rd Review Letter Issued⁴		
New Construction and Additions (Except Residential Standard Plans)	10	28	14	12	52 Days	Plans Reviewer & Building Official
Foundation Only	10	28	14	12	52 Days	Plans Reviewer & Building Official
Interior Remodel & Tennant Finish	10	28	14	12	52 Days	Plans Reviewer & Building Official
Demolition Permit	6	21	14	10	41 Days	Plans Reviewer & Building Official
Mechanical, Electrical & Plumbing	6	10	7	5	23 Days	Plans Reviewer & Building Official
Registered Industrial Plant	6	28	14	12	48 Days	Plans Reviewer & Building Official
Certificate of Occupancy	6	21	14	10	41 Days	Plans Reviewer & Building Official
New Sign	6	10	7	5	23 Days	Permit Tech
Promotional Sign/Banner	3	5	5	3	13 Days	Permit Tech
Single Family w/Standard Plan	6	10	10	1	26 Days	Permit Tech
Swimming Pool	6	21	14	10	41 Days	Plans Reviewer & Building Official
Park Model & Manufactured Homes	6	21	14	10	41 Days	Plans Reviewer & Building Official
Site Development Permit	6	28	14	12	48 Days	DC Review Engineer
Right of Way Use /Encroachment	6	21	14	10	41 Days	DC Review Engineer

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Permit						
Public Improvement Permit	6	28	14	12	48 Days	DC Review Engineer
Temporary Use Permit	3	7	7	1	17 Days	Permit Tech
Home Occupation Permit	3	7	7	1	17 Days	Permit Tech
Miscellaneous	10	28	14	12	52 Days	Plans Reviewer & Building Official
Fire Sprinkler & Alarm	10	28	14	12	52 Days	Fire Marshal & Fire Inspector

¹All times are maximum timeframes in calendar days. Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from time of application submittal to issuance of letter detailing completeness deficiencies or date of accepting application for Substantial Review.

³Substantive Review timeframes are calculated from time of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports responding to Substantive Review letters, to the date of issuance of a comprehensive review letter.

⁴Requires applicant consent to extend review timeframe by a maximum of 25% of the overall review period.

⁵May be extended by a maximum of 25% with the consent of the applicant.

⁶City Staff having responsibility for communicating review comments and requirements to applicant in a comprehensive manner.