

## Over-All Review Time-Frames for Building Permits<sup>1</sup>

Permit Classification	Administrative Completeness Review <sup>2</sup> (CR)	Substantive Review (SR) Stage <sup>3</sup>			
		1 <sup>st</sup> Review Letter <sup>4</sup>	2 <sup>nd</sup> Review Letter <sup>5</sup>	3 <sup>rd</sup> Review Letter <sup>6</sup>	Over-All Timeframe <sup>7</sup>
New Construction & Additions – NonR3	2	30	30	30	62
Foundation Only – R3 & NonR3	2	20	20	20	42
Standard Plan – R3	2	20	20	20	42
New Construction, Alterations & Additions- R3	2	20	20	20	42
Swimming Pool – R3 & NonR3	2	20	20	20	42
Park Home – New Construction, Alterations & Additions	2	20	20	20	42
Manufactured Home – Site Plan	2	20	20	20	42
Demolition – R3 & NonR3	2	20	20	20	42
Alterations & Tenant Improvements – Non R3	2	20	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	20	42
Solar – R3 & NonR3	2	20	20	20	42
Fire Dept. Permits	2	20	20	20	42
Registered Industrial Plant	2	20	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	20	42
Miscellaneous	2	20	20	20	42
Sign	2	20	20	20	42
Detached Accessory Structures & Fences - R3 & NonR3	2	20	20	20	42
Promotional Sign/Banner	2	10	10	10	22
Temporary Use	2	10	10	10	22
Home Occupation	2	10	10	10	22
Construction Noise	2	10	10	10	22

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<sup>1</sup>All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

<sup>3</sup>Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

<sup>4</sup>1<sup>st</sup> review limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The 1<sup>st</sup> review comments may be amended to address code/policy requirements that City staff failed to include in the 1<sup>st</sup> comprehensive review document.

<sup>5</sup>2<sup>nd</sup> review shall be limited to:

- a) Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

<sup>6</sup>Third review only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

<sup>7</sup>Over-All Review timeframe is the sum of the Completeness, 1st & 2nd Substantive Review timeframes and does not include any time involved in a 3<sup>rd</sup> Review. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to a 3<sup>rd</sup> Review.