

Over-All Review Time-Frames for Building Permits¹

Administrative Completeness Review ² (CR)		Substantive Review (SR) Stage ³			
Permit Classification		1 st Review Letter ⁴	2 nd Review Letter ⁵	3 rd Review Letter ⁶	Over-All Timeframe ⁷
Commercial - New Construction & Additions	2	30	30	30	62
Multifamily - New Construction & Additions	2	30	30	30	62
Commercial - Alterations & Tenant Improvements	2	20	20	20	42
Multifamily – Alterations	2	20	20	20	42
Residential (R3) - New Construction & Additions	2	20	20	20	42
Residential (R3) - Alterations	2	20	20	20	42
Park Home – New Construction & Additions	2	20	20	20	42
Park Home – Alterations	2	20	20	20	42
Manufactured Home – Additions & Alterations					
Manufactured Home – Site Plan for New Home or Additions	2	20	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	20	42
Solar	2	20	20	20	42
Demolition	2	20	20	20	42
Foundation Only	2	20	20	20	42
Standard Plan – R3	2	20	20	20	42
Detached Accessory Structures & Fences	2	20	20	20	42
Swimming Pool	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
Sign	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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¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

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

³Substantive 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.

⁴1st review limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The 1st review comments may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵2nd review shall be limited to:

- a) Addressing 1st 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.

⁶Third 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.

⁷Over-All Review timeframe is the sum of the Completeness, 1st & 2nd Substantive Review timeframes and does not include any time involved in a 3rd 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 3rd Review.