

**PLAN REVIEW TURN-A-ROUND TIMES FOR BUILDING PERMIT APPLICATIONS**  
(In *Business Days*)<sup>a</sup>

Category	Project Type	First Review					Subsequent Reviews				
		Planning <sup>d</sup>	Engineering <sup>d</sup>	Transportation	Building <sup>e</sup>	Maximum Time <sup>a</sup>	Planning <sup>d</sup>	Engineering <sup>d</sup>	Transportation	Building <sup>e</sup>	Maximum Time <sup>a</sup>
Commercial	CNEW <sup>g</sup>	25	25	25	30	30	20	20	20	25	25
	CADD <sup>g</sup>	20	20	20	25	25	15	15	15	20	20
	CALT <sup>g</sup>	15	15	15	20	20	10	10	10	15	15
	CPOOL	10	10	-	10	10	5	5	-	5	5
	CDEMO	5	5	-	5	5	5	5	-	5	5
	CSOLAR	-	-	-	5	5	-	-	-	5	5
	CROOF <sup>c</sup>	-	-	-	5	5	-	-	-	5	5
	CPEM <sup>b,c</sup>	5	-	-	5	5	5	-	-	5	5
	CSIGN <sup>f</sup>	10	10	10	10	10	5	5	5	5	5
Residential	RNEW <sup>g</sup>	25	25	25	30	30	10	10	10	15	15
	RADD <sup>g</sup>	15	15	15	20	20	5	5	5	10	10
	RALT <sup>g</sup>	15	15	15	20	20	5	5	5	10	10
	RPOOL	5	5	-	5	5	5	5	-	5	5
	RDEMO	5	5	-	5	5	5	5	-	5	5
	RSOLAR	-	-	-	3	3	-	-	-	3	3
	RSHED	5	-	-	5	5	5	-	-	5	5
	RROOF <sup>c</sup>	-	-	-	-	Instant	-	-	-	-	-
	RPEM <sup>b,c</sup>	-	-	-	-	Instant	-	-	-	-	-

- Footnotes:
- The times presented in this table represent the estimated maximum times for plan reviews of permit applications. Business days do not include City Holidays, furloughs, or weekends. Note that these times are approximate and will vary depending on staffing levels and workload levels during the year. Every effort is made by staff to provide turn-a-round times that do not exceed these times and are less than the times shown.
  - PEM = Miscellaneous Plumbing, Electrical, and/or Mechanical;
  - Reroofs and PEM permits are typically issued immediately at time of application through the Virtual Permit Center. Occasionally there will be projects with larger scopes of work that require internal routing and plan review. These would be considered RALT project type.
  - Assumes design review has first been completed for those projects requiring design review. Although planning and engineering cannot begin a plan review of a building permit application before design review approval has been approved, applicants who wish to submit for building plan review prior to design review approval may do so at their own risk, provided support for such submittal has been obtained from planning and engineering staff by the permit technician staff. Revisions may be necessary to the building permit application resulting from the design review processes. Additional plan review fees may be necessary due to required design changes.
  - Building Division or applicant may optionally use one of the City's approved outside consultants for plan review. Use of a City consultant may reduce the Building Division's plan review time, but it will not reduce the plan review times for any of the other divisions.
  - Individual sign only. Multiple signs require a Planning permit (sign plan or master sign program).
  - Plans for projects that affect/impact traffic conditions (such as parking lot improvements, addition of driveways, apartment to condo conversions) will be routed to Transportation.