



Turn Around Times – Plan Review

The goal of the Permit Center is to meet or surpass turnaround times 90% of the time for all projects. The plan review times are based upon a 5-day workweek and don't include holidays or weekends. In order for staff to meet the required timelines, projects that are substantially incomplete will be returned to the applicant prior to submittal.

Project Type	1 st Review	2 nd Review	3 rd Review	4 th Review	5 th Review
New Commercial, Major TI w/Structural or Stormwater	15 Working Days	10 Working Days	5 Working Days	3 Working Days	1 Working Day
New SFD, Non- Structural and Minor TI's	10 Working Days	5 Working Days	3 Working Days	1 Working Day	1 Working Day
Minor Non-structural Remodel w/o Engineering or Planning; B, M or S Occupancy	5 Working Days / OTC	3 Working Days / OTC	1 Working Days / OTC		
Miscellaneous Permits	3 Working Days / OTC	1 Working Day / OTC	1 Working Day / OTC		

Large or complicated projects may need additional reviews and extended review times. Individual schedules can be created with the applicant based upon scope of work.

Over the counter (OTC) plan review or re-check is available if the project meets designated criteria for an appointment (or 3 working days if there is an issue or if no appointment time is available). Where possible, applicants are encouraged to provide a .pdf plan via by e-mail at least 48 hours prior to appointment for pre-review and distribution with the goal for the OTC plan review to be completed in one visit.

Delays in plan review:

If plans are resubmitted after an extended period of time or significant changes are incorporated, then plan review momentum and efficiency is lost. In that case, the recheck turnaround time may be the same length of time as the first review. If major changes are required due to a poor plan (inconsistent, incomplete, multiple errors) submittal, the next review cycle will equal the time of the first review.

Planning Entitlements

All projects requiring a planning entitlement will not be accepted for plan review until the conclusion of the first round of the entitlement review process. After that point, the building permit plan check may run concurrent with the Planning Manager's approval, but at the applicant's risk.