

BUILDING DIVISION - POLICIES AND PROCEDURES

9/29/2021

PLAN REVIEW TURN AROUND TIME

A. SCOTT GREER, CBO

CHIEF BUILDING OFFICIAL

ISSUE: What is a reasonable amount of time for the City to perform accurate and complete plan reviews?

ANALYSIS: It is important to our customers that the City have established periods associated with plan reviews so that they may create dependable construction schedules and accurately plan for their financing and budgeting needs. It is also important that we establish these performance expectations so that we may better budget; control our time, and workloads. In addition, establishing reasonable plan review periods will ensure a high level of customer service.

However, our primary concern is to provide a thorough and accurate plan review. We should not sacrifice accuracy for speed. Because projects differ in size, levels of complexity, and the number of departments that are required to review the plans, it is impractical to establish a uniform plan review period for all projects. Due to varying staffing levels and workloads, it is also difficult to develop a guaranteed turn around time. Insufficient, incomplete, and/or inaccurate submittal of plans and specifications, or of the permit application, can also adversely affect plan review time. **NOTE:** The reviewing agencies will only comment to the contact individual listed on the permit application. Once the plan review is complete and comments sent to the applicant, resubmit responses to all agencies at one time through the building division desk.

POLICY: This policy is established to develop a dependable, reasonable, and consistent plan review period. This targeted review time only applies to the initial review; subsequent reviews of resubmittals or of responses to the initial review comments generally require additional time.

Interior Residential Remodel	5 to 10 working days (1-2 weeks)
Interior Commercial Tenant Finish	5 to 15 working days (1-3 weeks)
Single Family Additions	10 to 15 working days (2-3 weeks)
Commercial/Multi-Family Additions	10 to 20 working days (2-4 weeks)
New Single-Family Homes	20 to 25 working days (3-5 weeks)
New Commercial/Multi Family Projects	20 to 30 working days (4-6 weeks)

- This is only a goal and not a guarantee; larger or more complicated projects may take longer.
- Additional time may also be required for insufficient, incomplete, inaccurate, and/or improperly submitted plans, specifications, and/or applications