

Permit Processing Timeframes

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Report Dates		First Review			Ready to Issue		Permits Issued		
Jan. 1, 2013 to Mar. 31, 2013		Target	Average First Review Jan 1-Mar 31		Fiscal Year Average	Average Ready to Issue Time	Average Wait for Customer Pickup	Total Number of Permits Issued	
		# of Days	Jan 1 – Mar 31	Change 2012 vs. 2013	FY 2013 Oct 1 – Mar 31	Jan 1 – Mar 31	Jan 1 – Mar 31	CY 2013 Jan 1 – Mar 31	FY 2013 Oct 1- Mar 31
Residential Construction									
Single Family Level 1		≤10	7 days	3 days faster	10 days	10 days	9 days	98	204
Single Family Level 2		≤14	11 days	3 days faster	13 days	24 days	20 days	28	42
Add/Alt/Repairs Level 1		≤1	Less than 1 day	same	Less than 1 day	2 days	1 day	76	145
Add/Alt/Repairs Level 2		≤5	3 days	same	2 days	21 days	4 days	6	17
Commercial Construction									
New Multi-Family		≤30	N/A	N/A	N/A	N/A	N/A	0	0
New Commercial Buildings & Additions		≤30	18 days	16 days faster	20 days	46 days	10 days	17	51
Tenant Improvement Level 1		≤5	2 days	1 day faster	3 days	7 days	2 days	70	113
Tenant Improvement Level 2		≤10	9 days	2 days longer	9 days	26 days	16 days	36	80
Tenant Improvement Level 3		≤20	15 days	1 day longer	16 days	54 days	16 days	33	62
Commercial Occupancy Evaluation		≤5	3 days	same	4 days	4 days	6 days	52	94

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Positive Trends

On average, the plan review time frame targets were met for all project types issued during January through March of 2013. PDS plan review had a plans examiner retire at the end of December leaving the plan review team short one member. Time frame targets were maintained due to dropping permit submittals in the first part of January due to declining submittals during the holidays, inclement weather and overtime put in by PDS team members. Hiring a new employee to replace the retired employee has helped PDS improve processing times in March. Level 1 single family permit first review times improved from 8 days in February to 7 days in March. Level 2 single family permit first review times improved from 12 days last month to 11 days currently. New commercial permit first review times improved from 20 days last month to 18 days. Level 1 tenant improvement permit first review times improved from 3 days last month to 2 days currently.

Areas of Concern

As of April 1st, there were 56 new single family dwellings under PDS review, an increase from 48 applications on March 1st. PDS expects these application numbers to hold or increase during the spring and summer months which could put pressure on timeframes.

The number of major tenant improvement projects submitted to the department is expected to increase as the 8th & Main high-rise project moves forward. This could impact the review timeframes of major tenant

improvement projects because many of the 8th & Main tenant improvement projects are being submitted at the same time. Level 3 tenant improvement permit first review times increased from 14 days last month to 15 days currently. PDS is assigning entire floors of the 8th and Main project to different reviewers to alleviate any bottlenecks that might be caused by simultaneous submission of plans.

Plan review timeframes for new commercial buildings are expected to lengthen with the submittal of several very large and complicated projects (JUMP, The Terraces at Harris Ranch, 916 Park Apartments) and others that are currently under review. Level 1 and Level 2 tenant improvements are being processed within targets, however it is taking slightly longer to process them this year than last year. To address these issues, PDS is hiring an additional plans examiner to help maintain timeframe targets for all project types.

Other Trends

No multifamily permits were issued during this reporting period, but several multi-family permit applications were submitted to PDS in February and March. The average time a permit waits for a customer to pick it up (customer pick-up time) after PDS has completed its review remained about the same overall when compared to last month with the exception of new commercial. The average customer pick-up time for new commercial building permits went down from 22 days to 10 days. As the weather has improved, more commercial customers appear to be paying for and picking up their permits more quickly.