

Permit Processing Timeframes

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Report Dates	First Review				Ready to Issue		Permits Issued	
	Target	Average First Review Mar 1-May 31		Fiscal Year Average	Average Ready to Issue Time	Average Wait for Customer Pickup	Total Number of Permits Issued	
	# of Days	Mar 1 – May 31	Change 2012 vs. 2013	FY 2013 Oct 1 – May 31	Mar 1 – May 31	Mar 1 – May 31	Mar 1 – May 31	FY 2013 Oct 1- May 31
Residential Construction								
Single Family Level 1	≤10	6 days	5 days faster	9 days	13 days	8 days	103	271
Single Family Level 2	≤14	11 days	5 days faster	12 days	29 days	10 days	39	69
Add/Alt/Repairs Level 1	≤1	Less than 1 day	same	Less than 1 day	9 days	1 day	135	242
Add/Alt/Repairs Level 2	≤5	4 days	same	3 days	16 days	4 days	9	24
Commercial Construction								
New Multi-Family	≤30	26 days	9 days longer	26 days	41 days	62 days	2	2
New Commercial Buildings & Additions	≤30	14 days	7 days faster	18 days	37 days	8 days	22	66
Tenant Improvement Level 1	≤5	2 days	1 day faster	3 days	5 days	4 days	64	142
Tenant Improvement Level 2	≤10	7 days	1 day faster	8 days	21 days	8 days	44	114
Tenant Improvement Level 3	≤20	16 days	1 day longer	16 days	30 days	5 days	23	77
Commercial Occupancy Evaluation	≤5	3 days	1 day faster	4 days	5 days	8 days	75	146

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Positive Trends

On average, first review time frame targets were met for all project types issued during March through May 2013. 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 15 days last month to 14 days currently.

Areas of Concern

New commercial and new multi-family first review timeframes are expected to increase as we are still reviewing several very large and complicated projects (JUMP, the Terraces, 916 Park Apartments, Brighton Shell Building & TI's) that are currently under the resubmittal review process.

Although some 8th & Main tenant improvement permit applications were submitted, we did not see the large influx as expected in May. It appears there has been a minor delay and many of these will now be submitted between June and July. This could impact the review timeframes of major tenant improvement projects going forward. The large Owyhee Place tenant improvement has been submitted and has had the first review completed. Trader Joe's tenant improvement submittal is imminent.

As of June 1st, there are 41 new single family dwellings under review in the system, which is the same number as the 41 applications reported as under review at this time last month.

Although Level 3 tenant improvement plan reviews remain within a target of 20 days or less, it took 1 day longer to process them on average during

March-May 2013 when compared with the same reporting period last year. New multi-family plan reviews remain within a target of 30 days or less, however, it took 9 days longer to process them on average during March-May 2013 when compared with the same reporting period last year.

Other Trends

Two new multi-family permits (Aeries Commons Phase #3 & Ustick Corner Apartments) were issued during this reporting period. Several new multi-family permit applications (Park Apartments, The Terraces, Depot Lofts, Union Square Phase #2, Aberdeen Place) were submitted to PDS in February-May and are currently under review or in the resubmittal process. Preliminary meetings on other upcoming large multi-family projects have also occurred. The number of permits for residential additions, alterations and repairs has been rising. The department is currently interviewing candidates for an additional plans examiner position.

The average time a permit waits for a customer to pick it up (customer pick-up time) after PDS has completed their review remained about the same overall when compared to last month with some exceptions. Level 2 Single Family pick-up time went down from 28 days to 10 days. The pick-up time for Level 3 tenant improvements went down from 12 days to 5 days. The customer pickup time for new multi-family is shown as an average of 62 days. One project in particular, out of the two multi-family projects, had a pick-up time of 122 days which results in a higher than normal average.