

Permit Processing Timeframes

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Report Dates	First Review				Ready to Issue		Permits Issued	
	Target	Average First Review Sept 1-Nov 30		Fiscal Year Average	Average Ready to Issue Time	Average Wait for Customer Pickup	Total Number of Permits Issued	
	# of Days	Sept 1 – Nov 30	Change 2012 vs. 2013	FY 2014 Oct 1 – Nov 30	Sept 1 – Nov 30	Sept 1 – Nov 30	Sept 1 –Nov 30	FY 2014 Oct 1- Nov 30
Residential Construction								
Single Family Level 1	≤10	8 days	6 days faster	8 days	12 days	9 days	102	76
Single Family Level 2	≤14	11 days	8 days faster	10 days	31 days	16 days	25	20
Add/Alt/Repairs Level 1	≤1	Less than 1 day	same	Less than 1 day	Less than 1 day	2 days	116	85
Add/Alt/Repairs Level 2	≤5	2 days	same	1 day	26 days	4 days	12	6
Commercial Construction								
New Multi-Family	≤30	31 days	7 days longer	31 days	92 days	28 days	2	2
New Commercial Buildings & Additions	≤30	20 days	same	24 days	39 days	9 days	34	21
Tenant Improvement Level 1	≤5	2 days	1 day faster	2 days	8 days	3 days	48	28
Tenant Improvement Level 2	≤10	7 days	1 day faster	7 days	21 days	12 days	74	53
Tenant Improvement Level 3	≤20	13 days	3 days faster	13 days	39 days	5 days	47	35
Commercial Occupancy Evaluation	≤5	3 days	1 day faster	4 days	6 days	7 days	57	44

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Positive Trends

Reviews of single family dwellings are being processed 6-8 days faster than this time last year. Reviews of Level 3 tenant improvements are being processed 3 days faster than this time last year. Average first review time frame targets were met for all project types except new multi-family issued from September through November 2013.

Areas of Concern

As of December 1, there are 19 new single family dwellings under review in the system, which is down from 52 applications reported as under review at this time last month. This was anticipated as we are entering the winter months where permit applications typically decrease.

New multi-family review missed hitting the target first review time range by 1 day. This can be attributed to the Depot Lofts multi-family project that was submitted at the height of the summer review time and issued in October. The recent addition of new team members should help alleviate this in the future.

Project Updates

The following new commercial projects are under review or in the resubmittal process: the Terraces at Boise, Pad 3 shell building at the Trader Joe's site, Security Gold & Silver Exchange building, Dropzone Apartments (36 units), McNeel Eye Center and Gillingham Building #2. Several plan

modifications and deferred submittals for the JUMP project have been submitted for review.

Some larger tenant improvement permit applications that are under review or in the resubmittal process include River Valley Church, Verizon Wireless, Washington Federal, A10 Capital in the 8th & Main building, Boise State University classrooms and offices, St. Al's Neurosciences Clinic, and Winco Records storage building.

PDS has completed the review of several permits that have not been issued including River Edge Apartments, C.C. Anderson Apartments, Trinity Trailer Manufacturing buildings, Jackson's Store 46, Maverik store #485 and fuel islands/canopy and Cloverdale Plumbing Storage Building.

Other Trends

The average time a permit waits for a customer to pick it up (customer pick-up time) after PDS has completed the review showed some changes when compared to last month. Level 2 new single family customer pick-up time increased from 10 days to 16 days currently. Level 2 tenant improvement customer pick-up time increased from 6 days to 12 days currently. New commercial customer pick-up time declined from 11 days to 9 days currently. Level 3 tenant improvement customer pick-up time declined from 9 days to 5 days currently. All other categories either remained the same or varied slightly from last month.