

# Permit Processing Timeframes

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Report Dates	First Review				Ready to Issue		Permits Issued	
	Target	Average First Review Feb 1-Apr 30		Fiscal Year Average	Average Ready to Issue Time	Average Wait for Customer Pickup	Total Number of Permits Issued	
	# of Days	Feb 1 – Apr 30	Change 2013 vs. 2014	FY 2014 Oct 1 – Apr 30	Feb 1 – Apr 30	Feb 1 – Apr 30	Feb 1 –Apr 30	FY 2014 Oct 1- Apr 30
<b>Feb. 1, 2014 to Apr. 30, 2014</b>								
<b>Residential Construction</b>								
Single Family Level 1	≤10	6 days	same	7 days	12 days	12 days	75	196
Single Family Level 2	≤14	11 days	1 day faster	11 days	41 days	33 days	65	92
Add/Alt/Repairs Level 1	≤1	Less than 1 day	same	Less than 1 day	Less than 1 day	1 day	134	271
Add/Alt/Repairs Level 2	≤5	1 day	4 days faster	1 day	4 days	2 days	15	28
<b>Commercial Construction</b>								
New Multi-Family	≤30	54 days	No data	46 days	215 days	1 day	4	6
New Commercial Buildings & Additions	≤30	21 days	7 days longer	20 days	72 days	8 days	14	40
Tenant Improvement Level 1	≤5	2 days	same	2 days	8 days	8 days	52	114
Tenant Improvement Level 2	≤10	7 days	1 day faster	7 days	23 days	7 days	66	140
Tenant Improvement Level 3	≤20	18 days	3 days longer	15 days	40 days	4 days	26	84
Commercial Occupancy Evaluation	≤5	3 days	same	3 days	6 days	15 days	65	136

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## Positive Trends

PDS is processing several permit types faster than published targets. Plan reviews of Level 2 single family dwellings are being processed 1 day faster than this time last year. Reviews of Level 2 residential additions/alterations are being processed 4 days faster than this time last year. Reviews of Level 2 tenant improvements are being processed 1 day faster than this time last year. Average first review time frame targets were met for all project types, except new multi-family, issued from February through April of 2014.

As of May 1, there are 30 new single family dwellings under review in the system, which is up from 20 under review at this time last month.

## Areas of Concern

The average multi-family first review time extended beyond PDS targets. This can be attributed to the Terraces at Boise project's unusual size and complexity. 17 different permit types (garages, multi-family, institutional, and duplexes, etc.) were issued for the various phases of The Terraces project. To enable the plan review process to start sooner, the plans were accepted for review without final details. This impacted the overall timeframe as additional plans and documents were submitted throughout the review process. Time frames for multifamily projects should return to normal in May as several new multi-family permits will be issued in May that were processed quicker than the first review target of 30 days or less.

## Project Updates

The following new commercial or new multi-family projects are under review or in the resubmittal process: Pad 3 shell building at the Trader Joe's site, Security Gold & Silver Exchange building, The Terraces Wing H, Guerdon Storage building, Village Chaton Four plexes, Larry Miller Subaru

Dealership Addition, Chick-Fil-A restaurant, Idaho Power Cloud Seeding & Wash buildings, Trevor's Trek Cancer Pavilion, the Wings Center Pool Addition (shell), Cloverleaf Plaza Four-plex, Red Rock Christian Church, Dykman Electric Warehouse, The Boise Tech Mall, Lusk Place Apartments, Simplot Plant Sciences, Maverik Convenience Store & Fuel Pumps, Ranch Market Convenience Store, Landmark Apartments, and All Purpose Storage. A plan modification for the JUMP below grade parking garage is also under review.

Some larger tenant improvement permit applications that are under review or in the resubmittal process include several College of Western Idaho remodels, Deloitte in 8<sup>th</sup> & Main, Metageek in Owyhee Place, Washington Federal, Sage International School in Parkcenter Mall, St. Alphonsus Family Care Center, and Bishop Kelly High School Library addition/renovation.

PDS has completed the review of some permits that have not been issued such as River Edge Apartments, Jackson's Store 46, Cantabria Apartments, Cordillera Apartments, East Boise Youth Baseball/Softball Concession and Storage building, Sleep Country, Dropzone Apartments, and Horizon Park Apartments.

## 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. Commercial occupancy evaluation customer pick-up time increased from 11 days to 15 days currently. New commercial buildings and additions customer pick-up time declined from 11 days to 8 days currently. All other categories either remained the same or varied slightly from last month.