

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 2012 vs. 2013	FY 2013 Oct 1 – Apr 30	Feb 1 – Apr 30	Feb 1 – Apr 30	Feb 1 – Apr 31	FY 2013 Oct 1- Apr 30
Feb. 1 2013 to Apr. 30, 2013								
Residential Construction								
Single Family Level 1	≤10	6 days	4 days faster	10 days	11 days	9 days	104	239
Single Family Level 2	≤14	12 days	same	13 days	29 days	28 days	19	44
Add/Alt/Repairs Level 1	≤1	Less than 1 day	same	Less than 1 day	5 days	1 day	102	189
Add/Alt/Repairs Level 2	≤5	3 days	1 day faster	2 days	30 days	6 days	4	18
Commercial Construction								
New Multi-Family	≤30	N/A	N/A	N/A	N/A	N/A	0	0
New Commercial Buildings & Additions	≤30	15 days	same	19 days	37 days	9 days	19	55
Tenant Improvement Level 1	≤5	2 days	1 day faster	3 days	7 days	2 days	71	129
Tenant Improvement Level 2	≤10	8 days	1 day longer	9 days	22 days	7 days	40	96
Tenant Improvement Level 3	≤20	15 days	2 days longer	17 days	40 days	12 days	34	71
Commercial Occupancy Evaluation	≤5	3 days	1 day faster	4 days	3 days	7 days	61	122

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Positive Trends

On average, first review time frame targets were met for all project types issued during February through April 2013. PDS is seeing the impact of hiring a new employee to replace a retired employee. Level 1 single family permit first review times improved from 7 days last month to 6 days currently. New commercial permit first review times improved from 18 days last month to 15 days currently. Level 2 tenant improvement permit first review times improved from 9 days last month to 8 days currently.

Areas of Concern

The bulk of 8th & Main tenant improvements permits were not submitted, but a few did come in near the end of the month and the first few days of May. Depending on the timing of these tenant improvements, the review timeframes of major tenant improvement projects may be impacted going forward.

New commercial first review timeframes are expected lengthen due to several very large and complicated projects (JUMP, the Terraces at Harris Ranch, 916 Park Apartments, Western Power Sports addition) are currently in the resubmittal review process and haven't been issued yet.

As of May 1st, there are 41 new single family dwellings under review in the system, which is a decrease from 56 applications reported as under review at this time last month.

Although Level 2 tenant improvement plan review timeframes remain within a target of 10 days or less, it took 1 day longer to process them on average during February-April 2013 when compared with the same reporting period last year. Level 3 tenant improvement plan reviews remain within a timeframe target of 20 days or less but it is taking 2 days longer to process them on average during February-April 2013 when compared with the same reporting period last year. The department had to re-advertise for the hiring of an additional plans examiner again which will slightly delay providing additional assistance to the plan review team.

Other Trends

No multifamily permits were issued during this reporting period, but several multi-family permit applications were submitted to PDS in February - April which are currently under review. Several meetings on upcoming multifamily projects have also occurred over the last couple of months. 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 jumped from 20 days to 28 days. The pick-up time for Level 2 tenant improvements went down from 16 days to 7 days. Level 3 tenant improvements went down from 16 days to 12 days. Generally, contractors appear to be ready to start construction immediately or soon after the building permit has been issued.