

Permit Processing Timeframes

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Report Dates	First Review				Ready to Issue		Permits Issued	
Apr. 1 2013 to June 30, 2013	Target	Average First Review Apr 1-June 30		Fiscal Year Average	Average Ready to Issue Time	Average Wait for Customer Pickup	Total Number of Permits Issued	
	# of Days	Apr 1 – June 30	Change 2012 vs. 2013	FY 2013 Oct 1 – June 30	Apr 1 – June 30	Apr 1 – June 30	Apr 1 – June 30	FY 2013 Oct 1- June 30
Residential Construction								
Single Family Level 1	≤10	7 days	5 days faster	9 days	14 days	14 days	107	310
Single Family Level 2	≤14	10 days	6 days faster	12 days	31 days	8 days	36	76
Add/Alt/Repairs Level 1	≤1	Less than 1 day	same	Less than 1 day	9 days	1 day	141	285
Add/Alt/Repairs Level 2	≤5	3 days	1 day faster	3 days	4 days	2 days	8	26
Commercial Construction								
New Multi-Family	≤30	26 days	19 days longer	26 days	41 days	62 days	2	2
New Commercial Buildings & Additions	≤30	15 days	8 days faster	18 days	37 days	6 days	24	75
Tenant Improvement Level 1	≤5	3 days	same	3 days	4 days	4 days	48	161
Tenant Improvement Level 2	≤10	7 days	3 days faster	8 days	15 days	7 days	54	134
Tenant Improvement Level 3	≤20	17 days	1 day longer	16 days	29 days	8 days	25	87
Commercial Occupancy Evaluation	≤5	4 days	1 day faster	4 days	4 days	5 days	80	185

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Positive Trends

On average, first review time frame targets were met for all project types issued during April through June 2013. Level 2 single family permit first review times improved from 11 days last month to 10 days currently. Level 2 additions/alterations/repairs first review times improved from 4 days last month to 3 days currently.

Areas of Concern

Level 1 single family permit first review times increased from 6 days last month to 7 days currently. New commercial permit first review times increased from 14 days last month to 15 days currently. Level 1 tenant improvement permit first review times increased from 2 days last month to 3 days currently. Level 3 tenant improvement permit first review times increased from 16 days last month to 17 days currently. Commercial Occupancy Evaluation permit first review times increased from 3 days last month to 4 days currently. Although all of these plan reviews remain well within target ranges, the trend is showing additional work and time needed to process permit applications. New multi-family shows first review time is taking 19 days longer than last year, however, this is because two of the three reported multi-family permits from last year were for foundation permits which process faster.

New commercial and new multi-family first review timeframes are expected to increase when permits are issued. Some of the new larger projects currently under review or in the resubmittal process are JUMP shell and core, the Terraces, 916 Park Apartments, Western Aircraft Parts Warehouse, City of Boise Public Works Thickening Building at the West Boise Waste Water Treatment Plant, Treasure Valley Hospital Addition and Renovation, and a new Jackson's Convenience Store.

Several of the 8th & Main tenant improvement permit applications have been submitted and are under review with more expected in July and August. The large JUMP tenant improvement project has been submitted and is under review. The Trader Joe's tenant improvement project has been submitted and is under review. The Maximus call center tenant improvement project has been submitted and is under review. We are awaiting resubmittal plans and design on the Owyhee Place tenant improvement project.

As of July 1st, there are 54 new single family dwellings under review in the system, which is up from 41 applications reported as under review at this time last month.

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, and Aberdeen Place) were submitted to PDS in February-May and are currently under review or in the resubmittal process. The department has hired an additional plans examiner that will start on July 15.

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 1 Single Family pick-up time went up from 8 days to 14 days. The pick-up time for Level 3 tenant improvements went up from 5 days to 8 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.