

# Permit Processing Timeframes

City of Boise | Planning & Development Services | pds.cityofboise.org

| Report Dates                            | First Review |  |                         |                           | Ready to Issue                    |                                     | Permits Issued                    |                             |
|---|--------------|--|-------------------------|---------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------|
|   | Target       | Average First Review<br>Mar 1 - May 31 |                         | Fiscal Year<br>Average    | Average<br>Ready<br>to Issue Time | Average Wait for<br>Customer Pickup | Total Number of<br>Permits Issued |                             |
|   | # of<br>Days | Mar 1 –<br>May 31                      | Change<br>2013 vs. 2014 | FY 2015<br>Oct 1 – May 31 | Mar 1 – May 31                    | Mar 1 – May 31                      | Mar 1 – May<br>31                 | FY 2015<br>Oct 1- May<br>31 |
| <b>Residential Construction</b>         |              |  |                         |                           |                                   |                                     |                                   |                             |
| Single Family Level 1                   | ≤10          | 6 days                                 | 1 day faster            | 7 days                    | 15 days                           | 11 days                             | 136                               | 300                         |
| Single Family Level 2                   | ≤14          | 10 days                                | 1 day faster            | 10 days                   | 25 days                           | 9 days                              | 33                                | 67                          |
| Add/Alt/Repairs Level 1                 | ≤1           | Less<br>than 1<br>day                  | same                    | Less than 1 day           | 1 day                             | 1 day                               | 150                               | 312                         |
| Add/Alt/Repairs Level 2                 | ≤5           | 3 days                                 | 1 day longer            | 3 days                    | 9 days                            | 2 days                              | 49                                | 65                          |
| <b>Commercial Construction</b>          |              |  |                         |                           |                                   |                                     |                                   |                             |
| New Multi-Family                        | ≤30          | 22 days                                | 4 days longer           | 22 days                   | 84 days                           | 13 days                             | 46                                | 83                          |
| New Commercial<br>Buildings & Additions | ≤30          | 20 days                                | 5 days faster           | 17 days                   | 67 days                           | 19 days                             | 28                                | 77                          |
| Tenant Improvement<br>Level 1           | ≤5           | 2 days                                 | same                    | 2 days                    | 3 days                            | 10 days                             | 46                                | 111                         |
| Tenant Improvement<br>Level 2           | ≤10          | 6 days                                 | 1 day faster            | 7 days                    | 17 days                           | 9 days                              | 95                                | 202                         |
| Tenant Improvement<br>Level 3           | ≤20          | 15 days                                | 1 day longer            | 14 days                   | 29 days                           | 8 days                              | 38                                | 118                         |
| Commercial Occupancy<br>Evaluation      | ≤5           | 2 days                                 | 1 day faster            | 2 days                    | 7 days                            | 1 day                               | 58                                | 151                         |

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## Positive Trends

Average first review time frame targets were met for all project types issued from March through May of 2015. Plan reviews of new commercial, Level 2 tenant improvements, commercial occupancy evaluations, Level 1 new single family permits and Level 2 new single family permits are being processed faster than this time last year. Level 1 residential additions/alterations/repairs and Level 1 tenant improvements were completed in the same amount of review time as the same time last year. As of June 2, there are 50 new single family dwellings under review in the system, which is up from 40 under review at this time last month.

## Areas of Concern

Workload is increasing and the building plan review team is down team members due to retirements and chosen separation. Recruitment to fill vacant positions is currently underway. Plan reviews of Level 2 residential additions/alterations/repairs, new multi-family and Level 3 tenant improvements are taking longer than this time last year.

## Project Updates

The following new commercial or new multi-family projects are under review or in the resubmittal process: Strategic SOS shell, Dutch Bros Coffee Stand, Rocket Express Carwash, Esther Simplot Park Buildings, Vineyard at Eagle Promenade apartments, Popeyes, Fiberpipe Data Center, Three Bishop Kelly High School Concessions buildings, Holiday Inn Express & Suites, U-Haul Climate Control Storage Building, Union Square Retail Building, two Union Square Office buildings, Sun Valley Express Maintenance Building, two Longfellow Elementary modular classroom buildings, and B&D Foods boiler room addition. Deferred submittals for the JUMP shell permit are also under review. Plan modification for Crescent Rim

Building #4 is under review. Plan modification for Simplot Headquarters Shell and Core is under review.

Some larger commercial tenant improvement permit applications that are under review or in the resubmittal process include Washington Federal, Simplot Headquarters tenant improvement, Idaho Power M&E Shop, Strategic SOS TI, B&D Foods mezzanine addition, B&D Foods new kitchen, HP Air Handler Unit Replacement remodel, Smart Start Preschool, Sockeye Brewery office/warehouse, Toytown, Samaritan Village Apartments remodel, AT&T in Boise Towne Square Mall, Diversified Fluid Solutions clean room, Valley Regional Transit in City Center Plaza, HP RH Lab Remodel, UniFirst office/warehouse remodel and Quest Group LLC.

PDS has completed the review of some permits that have not been issued such as Relyea Funeral Chapel addition, Palisades Apartments, 10<sup>th</sup> & Grove Condos, All Purpose Storage Bldgs. E & F, some Aberdeen 4-plexes, Owyhee Construction, Del Taco, and Simplot Plant Sciences Greenhouse 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 minor changes when compared to last month. New multi-family buildings and additions customer pick-up time increased from 1 day to 13 days currently. New commercial buildings and additions customer pick-up time increased from 14 days to 19 days currently. Level 2 tenant improvement customer pick-up time increased from 5 days to 9 days currently. Level 3 tenant improvement customer pick-up time increased from 5 days to 8 days currently. Level 2 new single family customer pick-up time increased from 6 days to 9 days currently. All other categories either remained the same or varied slightly from last month.