

PLAN REVIEW STATUS

Standard time frames and requirements for Plan Review:

Please note that reviews provided by those agencies that are considered to be external to the GMD Planning and Regulation section, such as fire plan reviews, Health Department reviews, utility reviews, and transportation reviews, are excluded from the provisions within the process/time schedule listed below.

New Construction Permits

Permit Type	Review Time Frame
One and Two Family Units	5 Business Days
Commercial – three (3) or more trades	15 Business Days

Alterations, Additions, and Minor Permits

Permit Type	Review Time Frame
Single Family –new (One and Two Family Units) *	5 Business Days
Commercial – single trade review	5 Business Days
Commercial – two (2) trades review	10 Business Days
Commercial – three (3) or more trades review	15 Business Days

****Note:** Performance standard time frames begins the next business day of the completed permit application and payment of fees, and runs until the issuance of a comment/rejection letter or permit approval. **Applications or payment received after 3:00 P.M. will be process the next business day.** (Example: Applications received after 3:00 p.m. on Monday will be entered in the system by the next business day, *Tuesday*, and the performance standard time frame will begin on the following business day, *Wednesday* or when all fees are paid).

