

# PERMIT TIMEFRAMES


TACOMA PERMIT TASK FORCE

MARCH 14, 2019

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A series of several parallel white lines of varying lengths and positions, all slanted diagonally from the bottom-left towards the top-right, located in the lower right quadrant of the slide.

# AGENDA

- ▶ Explain Level of Service (LOS)
    - ▶ How to find it
    - ▶ How we calculate it
    - ▶ What we do with it
  - ▶ Completeness Review Update
  - ▶ Expedited Review
    - ▶ How it works
    - ▶ How much use
- 

# FINDING LEVEL OF SERVICE INFO

The screenshot shows a web browser window with the URL [tacomapermits.org/tip-sheet-index/expedited-permit-review](http://tacomapermits.org/tip-sheet-index/expedited-permit-review). The page header includes the Tacoma Permits logo and navigation links: PUBLIC NOTICES, TIP SHEET INDEX, SUBMITTAL CHECKLISTS, and RESOURCE LIBRARY. The main content area is titled "EXPEDITED BUILDING PERMIT REVIEW" and includes a link to a PDF version of the tip sheet. The sidebar on the left contains three numbered steps: "GETTING STARTED 1", "APPLY FOR PERMITS 2", and "TIME TO INSPECT 3". A fourth step, "PERMIT TIMELINE", is highlighted with a red box. The main content area also includes sections for "How does expedited review work?", "When can I request expedited review?", and "Who does the expedited review?".

**TACOMA PERMITS** CITY OF TACOMA: Planning and Development Services

PUBLIC NOTICES | TIP SHEET INDEX | SUBMITTAL CHECKLISTS | RESOURCE LIBRARY

**GETTING STARTED 1**

**EXPEDITED BUILDING PERMIT REVIEW**

[Click here to open a PDF version of this tip sheet.](#)

**How does expedited review work?**

Typically, the applicant will let us know they are interested in an expedited review for their project. Then:

1. A Pre-Application meeting is required for the project. In addition to reviewing any project related concerns we will review with the applicant to ensure that expediting review of the permit is both feasible and will address the needs for the project.
2. The applicant reviews and signs the Building Permit Expedited Plan Review Agreement.
3. Upload the signed form with the documents when submitting the permit, and include in the project name "[Project Name] – Expedited Review".
4. Pay the fees that are calculated by the Permit Specialist.
5. The due date for review will be adjusted and review will commence.
6. Resubmittals require revised documents and memo with a response for each comment. Include the initial comment and how the comment was addressed. Resubmittals without a comment response memo which includes how each of the comments were addressed will be rejected until a memo is provided.

**When can I request expedited review?**

The time to choose if 3<sup>rd</sup> party review is right for your project is prior to submitting permit review. A pre-application submittal is always required.

**Who does the expedited review?**

We have contracted with 3<sup>rd</sup> party reviewers to conduct expedited building review. Assignment to those 3<sup>rd</sup> party reviewers is at the discretion of the City.

**PERMIT TIMELINE**

[tacomapermits.org/permit-status](http://tacomapermits.org/permit-status)

# FINDING LEVEL OF SERVICE INFO

Permit Record Type	Level of Service for Initial Review	Average Service for the Last 6 Months for Initial Review*	Level of Service for Revision Review	Permits Issued
ePermits**	Same Day	Same Day	Not Applicable	739
Residential, New	4 Weeks	3 Weeks	2 Weeks	143
Residential, Fire	3 Weeks	1 Week	2 Weeks	8
Residential, Demo	3 Weeks	3 Days	2 Weeks	33
Residential, Alteration	3 Weeks	4 Days	2 Weeks	402
Residential, Plumbing	2 Weeks	3 Days	1 Week	202
Residential, Mechanical	2 Weeks	3 Days	1 Week	443
Commercial, New	8 Weeks	11 Weeks	6 Weeks	69
Commercial, Fire	3 Weeks	2 Weeks	2 Weeks	185
Commercial, Demo	3 Weeks	2 Weeks	2 Weeks	23
Commercial, Alteration	4 Weeks	2 Weeks	4 Weeks	296
Commercial, Plumbing	4 Weeks	1 Week	2 Weeks	155
Commercial, Mechanical	4 Weeks	2 Weeks	2 Weeks	206
Sign	4 Weeks	2 Weeks	2 Weeks	108
Work Order	4 Weeks	5 Weeks	4 Weeks	89
Site Development	4 Weeks	2 Weeks	4 Weeks	167
Noise Variance	3 Weeks	***	Not Applicable	28

# CALCULATE LEVEL OF SERVICE

## LEVEL OF SERVICE

Initial Fees Paid Date

7/27/2016

A



Number of Review Cycles

5

Initial Documents Received Date

8/4/2016

B



Initial Review Timeframe

8 Weeks

F



Revision Fees Paid Date

C



Revision Review Timeframe

6 Weeks

G



Revision Documents Received Date

09/19/2018

D



Review Due Date

10/27/2018

H



Consolidation Timeframe

4

E

Days

Level of Service Due Date

10/31/2018

I



LOS His

Routed f

Awaiting

Routed f

Awaiting

Resubmitted on 09/14/2018

Routed for Review on 09/19/2018 due on 10/27/2018

$$H=I-E$$

$$I=(> \text{ of A and B})+F \text{ for initial review}$$

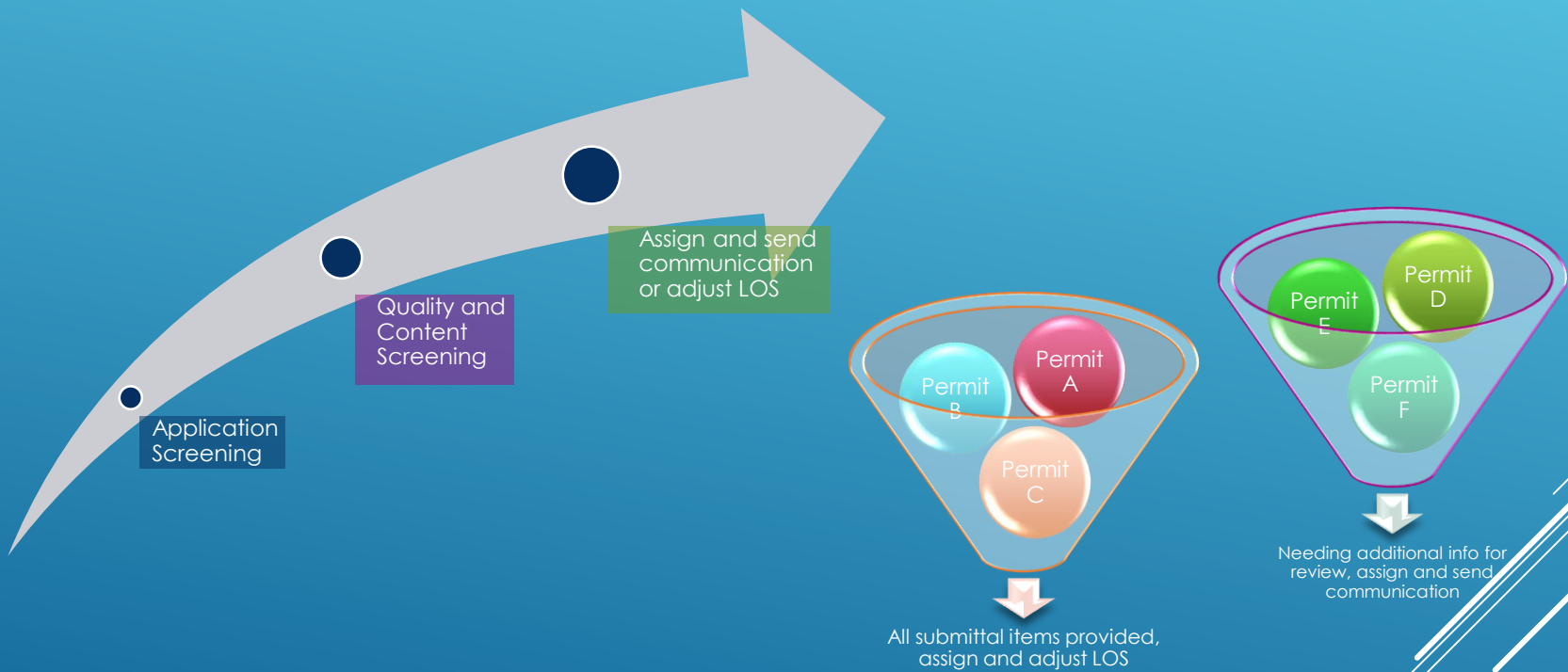
$$I=(> \text{ of D and E})+G \text{ for revisions}$$

check spelling


# USING LEVEL OF SERVICE DATES

DATE DUE ▲	DAYS OVERDUE	LOS Rev Due	Job Value	RECORD ID	RECORD NAME	
3/19/2019	-5	03/19/2019	\$3,500,000.00	<a href="#">BLDCA19-0077</a>	Summit Veterinary Referral Center Tenant Improvement Building Review	23
3/20/2019	-6			<a href="#">FRC19-0003</a>	2110 Brewery lofts - Shafts Building Review	23
3/26/2019	-12			<a href="#">DEF19-0017</a>	Tacoma Convention Center Hotel - Area of Rescue Phone System Deferred Submittal Review	15
3/28/2019	-14	03/28/2019	\$2,650,000.00	<a href="#">BLDCA18-0562</a>	Tacoma General / Mary Bridge Children's Hospitals Emergency Departments Split and remodel Building Review	33 K
3/29/2019	-15	03/29/2019	\$5,785.00	<a href="#">BLDCA19-0047</a>	TINCAB ALLEY Building Review	24
3/30/2019	-16	03/30/2019	\$15,000.00	<a href="#">BLDCA19-0029</a>	Apartment remodel Building Review	33
3/30/2019	-16	03/30/2019	\$15,000.00	<a href="#">BLDCA19-0029</a>	Apartment remodel Structural	33

# SCREENING FOR QUALITY PERMIT SUBMITTALS



# COMPLETENESS REVIEW

- ▶ Looking for items that need to be present to completely review the permit
  - ▶ Will send a communication to the applicant if there is an issue noted
  - ▶ Not the initial review and will not delay the initial review
- 

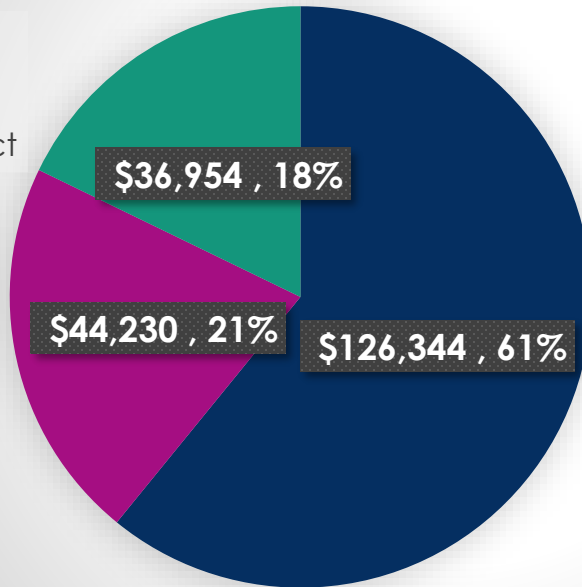


# EXPEDITED REVIEW

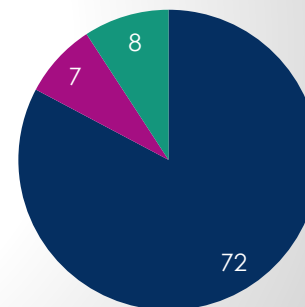
- ▶ Building Review Only
- ▶ 3<sup>RD</sup> Party Consultant Reviewer

## Consultant Reviews since Nov. 2016


- Standard
- Expedited
- Special Project




## Number of Permits



# OTHER METHODS TO BE SPEEDY

- ▶ Intake and Output are prioritized and use a team approach
  - ▶ Deferred Submittals
  - ▶ Separate/Phased Permitting
  - ▶ Pre-App Services
  - ▶ Code Coaching
  - ▶ Off-Cycle Reviews
  - ▶ Phone calls and emails
  - ▶ Rechecks are assigned to original reviewer
  - ▶ Try to limit disruptions
  - ▶ Project Coordinators
- 

# CHALLENGES

- ▶ We strive to equitably provide excellent service with integrity.
  - ▶ We have a monopoly on permitting, but that means we have a monopoly on permitting
  - ▶ How to balance speed with quality
  - ▶ Cycles cost more time than slow reviews
- 

# RECAP AND QUESTIONS

- ▶ Level of Service and Operations
  - ▶ Completeness Review
  - ▶ Expedited Review
- 