AGENDA

- Quick LOS Review
- Feedback from Previous Discussion
- PDS Goals
- Items in the Works
- Other Ideas/Requests
- Prioritize Improvements
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 3rd 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 3rd party reviewers to conduct expedited building review. Assignment to those 3rd party reviewers is at the discretion of the City.
LOS REVIEW: FINDING LEVEL OF SERVICE INFO

<table>
<thead>
<tr>
<th>Permit Record Type</th>
<th>Level of Service for Initial Review</th>
<th>Average Service for the Last 6 Months for Initial Review*</th>
<th>Level of Service for Revision Review</th>
<th>Permits Issued</th>
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<tbody>
<tr>
<td>ePermits**</td>
<td>Same Day</td>
<td>Same Day</td>
<td>Not Applicable</td>
<td>739</td>
</tr>
<tr>
<td>Residential, New</td>
<td>4 Weeks</td>
<td>3 Weeks</td>
<td>2 Weeks</td>
<td>143</td>
</tr>
<tr>
<td>Residential, Fire</td>
<td>3 Weeks</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>8</td>
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<tr>
<td>Residential, Demo</td>
<td>3 Weeks</td>
<td>3 Days</td>
<td>2 Weeks</td>
<td>33</td>
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<tr>
<td>Residential, Alteration</td>
<td>3 Weeks</td>
<td>4 Days</td>
<td>2 Weeks</td>
<td>402</td>
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<tr>
<td>Residential, Plumbing</td>
<td>2 Weeks</td>
<td>3 Days</td>
<td>1 Week</td>
<td>202</td>
</tr>
<tr>
<td>Residential, Mechanical</td>
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<td>3 Days</td>
<td>1 Week</td>
<td>443</td>
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<tr>
<td>Commercial, New</td>
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<td>11 Weeks</td>
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<tr>
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<td>3 Weeks</td>
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<td>2 Weeks</td>
<td>185</td>
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<td>Commercial, Demo</td>
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<td>296</td>
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<tr>
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<td>2 Weeks</td>
<td>155</td>
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<tr>
<td>Commercial, Mechanical</td>
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<td>2 Weeks</td>
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<td>Sign</td>
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<td>108</td>
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<td>Work Order</td>
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<td>5 Weeks</td>
<td>4 Weeks</td>
<td>89</td>
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<td>Site Development</td>
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<td>2 Weeks</td>
<td>4 Weeks</td>
<td>167</td>
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<tr>
<td>Noise Variance</td>
<td>3 Weeks</td>
<td>***</td>
<td>Not Applicable</td>
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## LOS Review: Calculate Level of Service

### Level of Service

<table>
<thead>
<tr>
<th>Initial Fees Paid Date</th>
<th>Number of Review Cycles</th>
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<td>7/27/2016</td>
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<table>
<thead>
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<th>Initial Documents Received Date</th>
<th>Initial Review Timeframe</th>
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<td>8/4/2016</td>
<td>8 Weeks</td>
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<table>
<thead>
<tr>
<th>Revision Fees Paid Date</th>
<th>Revision Review Timeframe</th>
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</table>

<table>
<thead>
<tr>
<th>Revision Documents Received Date</th>
<th>Review Due Date</th>
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<tr>
<td>09/19/2018</td>
<td>10/27/2018</td>
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<tr>
<th>Consolidation Timeframe</th>
<th>Level of Service Due Date</th>
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<tbody>
<tr>
<td>4 days</td>
<td>10/31/2018</td>
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</table>

- $H = I - E$
- $I = (A > B) + F$ for initial review
- $I = (D > E) + G$ for revisions
FEEDBACK FROM 3/14 MTG

1. Would like clarification added to automated emails, esp. with regards to completeness review vs. routed for review
2. Would like completeness review for other major permits
3. Private vs Public: funding is different, team makeup can be different too
4. Alternate Means and Methods (AMMR) process is appreciated
5. Explore a way to be included in SD, DD reviews
6. Predictability of the process makes it manageable
7. Explore opportunities for more OTC review
8. Vote: Recommend keeping the Expedited Review option
9. Vote: Recommend staff explore a Consistently Prepared Applicant program
10. Task Force does not support pre-approved plans for detached ADU’s
GOALS

1. Equitable, Efficient Customer Service – “Fast and Friendly, or Free”*
2. Conservation and Protection of Environmental and Cultural Assets
3. Financial Stability
4. Compact, Complete, and Connected Development
5. Civic Engagement
6. Employee Development and Support
2025 PDS Goals

Goal 1: Equitable, Efficient Customer Service – “Fast and Friendly, or Free”*

To promote Livability in the City of Tacoma, the Planning and Development Services Department will issue 85% of residential and commercial permits on time by creating efficient and effective review processes and programs. Service Levels include:

- Application to issuance – commercial (85% in 8 weeks or less) and residential (85% in 2 weeks or less)
- Application to the first review on commercial (85% in 4 weeks or less)
- Average review cycles, no more than 2 per permit
11. Completeness Review Improvements – including Site and Land Use, Permit Specialists, Application Services
12. Expedited Review to include Pre-Development Review and Completeness Review
13. Temporary Shoring Permitting Improvements
14. Off-Cycle Reviews
15. Review of performance data
16. Restaurant and TI Programs
17. Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO) process
18. Better understanding of the data in the reports, transforming into meaningful information

19. An approach to help predictability when outside factors impact permitting capacity (seasonal construction)

20. Provide information to applicants that describes what can constitute an OTC permit

21. Explore how to share liability between the City and the Developers

22. Make Accela work on a Mobile Device
PRIORITIZATION

A. Would like clarification added to automated emails, esp. regarding completeness review vs. routed for review
B. Would like completeness review for other major permits
C. Private vs Public: funding is different, team makeup can be different too
D. Alternate Means and Methods (AMMR) process is appreciated
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H. Vote: Recommend keeping the Expedited Review option
I. Vote: Recommend staff explore a Consistently Prepared Applicant program
J. Task Force does not support pre-approved plans for detached ADU’s
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M. Temporary Shoring Permitting Improvements
N. Off-Cycle Reviews
O. Review of performance data
P. Restaurant and TI Programs
Q. Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO) process
R. Better understanding of the data in the reports, transforming into meaningful information
S. An approach to help predictability when outside factors impact permitting capacity (seasonal construction)
T. Provide information to applicants that describes what can constitute an OTC permit
U. Explore how to share liability between the City and the Developers
V. Make Accela work on a Mobile Device