

PERMIT TIMEFRAMES

TACOMA PERMIT TASK FORCE

APRIL 11, 2019

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A decorative graphic consisting of several parallel white lines of varying thicknesses, slanted diagonally from the bottom left towards the top right, set against a blue gradient background.

AGENDA

- ▶ Quick LOS Review
- ▶ Feedback from Previous Discussion
- ▶ PDS Goals
- ▶ Items in the Works
- ▶ Other Ideas/Requests
- ▶ Prioritize Improvements

LOS REVIEW: FINDING LEVEL OF SERVICE INFO

The screenshot shows a web browser window with the URL tacomapermits.org/tip-sheet-index/expedited-permit-review. The page header includes the Tacoma Permits logo and navigation links for 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. A sidebar on the left contains a numbered list of steps: "GETTING STARTED 1", "APPLY FOR PERMITS 2", "TIME TO INSPECT 3", and "PERMIT TIMELINE". The "PERMIT TIMELINE" link is highlighted with a red box. The main text explains how expedited review works, listing six steps: 1. Pre-Application meeting, 2. Applicant review and signing, 3. Document upload, 4. Fee payment, 5. Review commencement, and 6. Resubmittals. It also addresses when to request expedited review and who conducts the review.

Expeditied Building Permit Review x +

Not secure | tacomapermits.org/tip-sheet-index/expedited-permit-review

Apps Accela Sharepoint Sankey mail.cityoftacoma.o... Log In | Smartsheet Expensify - Receipts COOP Plans Google Maps Web Access MADCAD PALS Online

TACOMA PERMITS.org

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 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.

PERMIT TIMELINE









tacomapermits.org/permit-status

LOS REVIEW: 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

LOS REVIEW: 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	<input type="text"/> 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 for Review on 09/19/2018 due on 10/27/2018

Awaiting Resubmission on 09/19/2018

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

H=I-E
I=(> of A and B)+F for initial review
I=(> of D and E)+G for revisions

[check spelling](#)

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

FEEDBACK FROM 3/14 MTG

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



City of Tacoma
Planning and Development Services

2025 Strategic Plan

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

GOALS



City of Tacoma

Planning and Development Services
2019-2025 Strategic Plan

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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



TIMEFRAME IRONS IN THE FIRE

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

OTHER TIMEFRAME IDEAS

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
- E. Explore a way to be included in SD, DD reviews
- F. Predictability of the process makes it manageable
- G. Explore opportunities for more OTC review
- 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
- K. Completeness Review Improvements – including Site and Land Use, Permit Specialists, Application Services
- L. Expedited Review to include Pre-Development Review and Completeness Review
- 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