

DATE: March 23, 2013  
TO: Architects, Engineers, Building Owners, and Contractors  
FROM: Art Dahlberg, Commissioner, Department of Neighborhood Services  
SUBJECT: Plan Review Timelines

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The Development Center is pleased to announce that effective April 1, 2013 we will be managing our resources to meet the plan review turnaround times listed in the attached document. This is our commitment to provide consistent and reliable service in the plan examination process. The time frames listed represent the amount of time various project will take for the initial review to be completed by development center staff. This only represents the review period for a submission, not the time it takes for responses to be prepared by the design community, reviews by other agencies, or waiting on materials that prevent the issuance of the permit.

To facilitate this commitment, we have made changes to the plan tracking system to monitor the turnaround times by submission. When a review determines that the permit cannot be issued due to a code deficiency or a lack of information, the project will be placed on hold pending resubmission of the required information. This will be documented through a hold letter

The ability to deliver this service as specified in the attached document will be monitored and every effort will be made to meet these timeframes. If situations beyond the control of this department impact our ability to meet these timeframes we will bring it to the attention of development community.

cc: Chris Rute, Manager