

Plan Review Committee Question for December

What is your target plan review completion time for the following new projects in number of working days:

1. Ten to fifty thousand square foot “B” Occupancy

	Avg.	Number of days																		
Comment reference number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1st Review	16.8	10	20	15	15	20	5	20	20	18	23	25	12	13	15	15	14	30	15	15
2nd Review	7.4	5	5	10	5	10	5	5	10	8	10	5	3	8	7	10		10	7	10
Third Review	6.7	5	5	5	5	10	5	2	10	8	5	5	3	8	7	10		10	7	10
% of time you hit target date	86.2	92	75		90	95	95	90	100	80	95	50	80	90	70	99		90	90	85

2. First time tenant improvement (first tenant in shell building)

	Avg.	Number of days																		
Comment reference number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1st Review	13.7	10	20	10	10	10	5	20	13	18	20	15	12	13	15	15	14	15	15	10
2nd Review	6.5	5	5	5	5	10	5	2	7	8	10	5	3	8	7	10		10	7	5
Third Review	6.4	5	5	5	5	10		2	7	8		5	3	8	7	10		10	7	5
% of time you hit target date	88.3	90	75	90	90	95	95	90	100	90	95	50	80	90	80	99		95	90	95

3. Custom single family dwelling

	Avg.	Number of days																		
Comment reference number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1st Review	14.2	10	15	10	10	10	5	20	15	18	20	20	12	13	15	15	14	15	15	18
2nd Review	6.0	5	3	5	5	5	5	5	7	8	5	5	3	8	7	10		10	5	7
Third Review	5.5	5	3	5	5	5		2	7	8		5	3	8	7	10		5	5	5
% of time you hit target date	87.9	90	90		80	95	95	90	97	80	95	50	80	90	90	99		93	90	90

Comments:

1. I am under contract to meet my deadlines. I have enough staff to keep up with the work also. Very Large Projects have a 15/10/10 turn around time. Very small Projects have a 5/5/5 turn around time.
2. The days included are business or "working" days. The percent values can fluctuate depending on the time of the year. Contract plan check firms are used when the work load starts to exceed the target days.
3. Percentage on target for cat. 1 & 3 depends on the time of year & which review (1st, 2nd or 3rd).
4. We contract the majority of these types of reviews and have the times built into the contract which is generally always met.
5. Add one week to engineered single family dwellings.
6. Most of our larger plans are sent out to a plan check service. We have a very good turn around based mostly on how quickly the corrections are made and drawings returned for the second review. If the comments are responded to properly there shouldn't be a need for a third review.
7. We do it as first come first serve basis and I am the only Plan Check Engineer for the City. 4 WEEKS IS OUR TURN AROUND TIME FOR NEW PROJECTS AND 1 WEEK FOR RECHECKS.
8. We're trying to coordinate all the departments with the same time frame.
9. For the City of ----- we have internal departmental reviews (i.e. fire, civil engineering & planning) these departments are all considered in this average target date percentage. If we were to separate the building division plan review only our percentage would be higher.
10. All of the above are currently sent out for plan review. Re-models, additions, accessory structures etc.. are staying in house only.
11. For TI's greater than \$100K the turn around time is 4 weeks, less than \$100K would be 3 weeks. The same is true for SFD's, but in Sonoma County, there is no such thing as a SFD less than \$100K.
12. 80% is overall for initial reviews and rechecks over the last several years. This past summer and fall we only managed about 60%. We do better on rechecks than on initial reviews since rechecks are always top priority. Our (unrealistic) target for initial reviews was set by Council.

13. Our Jurisdiction treats ALL projects exactly the same. Its first come first serve, whether your project is a patio cover or a 250,000 sq ft retail building. The only exception is the Board of Supervisors designated "priority project area" in the enterprise zone. Plan checks in this area have been designated by ordinance to be pulled ahead of all other projects.
14. TI permits usually stay within time constraints because we have fewer agencies involved in the review process.
15. Please note that our "plan review (completion) time" is based on the date by which we BEGIN each review, not COMPLETE each review. Depending on the complexity of the design, each review may take anywhere from a few minutes to several hours (hours that may occur over more than (1) day). I hope this helps to understand our statistics.
16. 2nd and 3rd reviews are moved to the front of the line.
17. The above times are taken from the time the project is brought in, until the review is completed, not the actual time spent reviewing the project. The percentages are just a quick approximate. I would need to dig deeper to find the actual numbers.
18. We are a very small jurisdiction and can usually complete plan reviews in a timely manner because of favorable staff vs workload ratios. We can often complete first review in less than a week. This all may change in the near future. We are at the start of a major building boom which will place more demands on the staff and most likely increase revision time.
19. Had no comment.