



# Commercial Permit Application Processing Times

September through October 2019

Initial Complete Review (ICR\*) Times in # of Business Days

Commercial Permit Type	Description of Work	ACTUAL **		City Target Time
		Median	75% Percentile	
<b>Interior Alterations</b>				
<b>Interior Alterations - Category A</b>	minor alterations with no building change of use, no professionals required, no impact on life safety, exterior alterations not affecting life safety	2	3	5
<b>Interior Alterations - Category B</b>	no building change of use, one or two professionals other than structural, minimal or no impact on base building or other tenants	6	9	10
<b>Interior Alterations - Category C</b>	change of use in existing tenant space, multiple professionals involved	15	16	15
<b>Interior Alterations - Category D</b>	gutting of existing space, change from single to multi-tenant space, significant impact on base building, property types affected by historic, waterways, flood fringe, downtown, ...	20	21	20
<b>Interior Alterations - Category E</b>	re-purposing of existing building, historic, multiple alternative solutions	N/A	N/A	30
<b>New Commercial Buildings &amp; Additions</b>				
<b>Optional Professional Certificate Program (OPCP)</b>	option for commercial permit applications submitted under professional seals to be issued with no plan examination	5	5	5
<b>New Commercial Buildings &amp; Additions - Standard</b>	standard additions / new buildings	24	27	20
<b>New Commercial Building &amp; Additions - Staged / Partial</b>	staged permits for commercial new/major additions – each stage	18	23	15

\*\* Actual values are reported based on the previous two month time period

\* ICR = # of business days required for an initial review of a permit application by all civic departments involved; complete and compliant applications can be issued following the initial review. Applications that are missing information or non compliant with Codes and By-laws will be placed on hold until the issue(s) are resolved with the applicant.

N/A indicates categories where there were no permits or where the permit volumes were too low to be statistically relevant.