



# Residential Permit Application Processing Times

October through December 2015

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

Residential Permit Type	Description of Work	ACTUAL **		City Target Time	Forecast
		Median	75% Percentile		
<b>Residential Permits (New construction, additions, and alterations)</b>					
<b>Residential 1 Day</b>	Accessory Structure permit of any type <b>not</b> requiring a zoning or structural review	1	2	1	No Change →
<b>Residential 5 Day</b>	Accessory Structure permit for in-ground or above ground Swimming Pool, or a permit that requires a structural plan and/or Zoning review, or DCA-5 Day or Master-5 Day	5	9	5	No Change →
<b>Residential 10 Day</b>	Housing permit for New Construction, Additions, Alterations (except above)	13	16	10	No Change →
<b>Residential 15 Day</b>	Housing permit for change of use and conversions (adding or subtracting dwelling units, residential care homes, day cares, secondary suites, rooming houses)	18	23	15	No Change →
<b>Residential 20 Day</b>	Row Housing	25	26	20	No Change →

\*\* 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.