



Residential Permit Application Processing Times

January through February 2017

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

Residential Permit Type	Description of Work	ACTUAL **		City Target Time
		Median	75% Percentile	
Residential Permits (New construction, additions, and alterations)				
Residential 1 Day	Accessory Structure permit of any type not requiring a zoning or structural review	0	0	1
Residential 5 Day	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	4	5	5
Residential 10 Day	Housing permit for New Construction, Additions, Alterations (except above)	7	11	10
Residential 15 Day	Housing permit for change of use and conversions (adding or subtracting dwelling units, residential care homes, day cares, secondary suites, rooming houses)	8	12	15
Residential 20 Day	Row Housing	20	22	20

** 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.