



# Residential Permit Application Processing Times

January through February 2018

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

Residential Permit Type	Description of Work	ACTUAL **		City Target Time
		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	N/A	N/A	1
<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	2	4	5
<b>Residential 10 Day</b>	Housing permit for New Construction, Additions, Alterations (except above)	5	8	10
<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)	12	15	15
<b>Residential 20 Day</b>	Row Housing	18	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.