



Residential Permit Application Processing Times

March through April 2018

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	4	N/A	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	3	5	5
Residential 10 Day	Housing permit for New Construction, Additions, Alterations (except above)	8	10	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)	15	18	15
Residential 20 Day	Row Housing	15	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.