



# Residential Permit Application Processing Times

July through August 2019

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  | 1         | 5              | 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 | 5         | 7              | 5                |
| <b>Residential 10 Day</b>   | Housing permit for New Construction, Additions, Alterations (except above)   | 10        | 15             | 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)           | 16        | 17             | 15               |
| <b>Residential 20 Day</b>   | Row Housing  | 14        | 18             | 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.

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