



**Bureau of
Development
Services**
FROM CONCEPT
TO CONSTRUCTION

DRAFT

COMING SOON: A MORE EFFICIENT REVIEW PROCESS

Over the next year, the City is phasing in a new more efficient plan review process for all types of building permits. This new process will establish dedicated windows of uninterrupted time for City staff to perform plan review. During these windows, applicants will not be allowed to submit corrections to checksheets. These review windows will create a more efficient development review process. This new process will be standard when electronic plan review is rolled out.

Why is BDS making this change? To complete reviews and issue permits on a shorter timeline for our customers. BDS is always looking for ways to make our processes more efficient, and plan review windows will help our staff work quickly, producing results faster.

Here's how the change will benefit our customers:

- Our staff will be able to focus on their reviews without interruption, which will produce more efficient review for our customers. When a customer submits corrections through a checksheet response, our Permitting Services staff coordinates those corrections and routes the plans to our review groups in response to those corrections/updates. When customers submit additional corrections before some staff have finished their review, the reviewer has to start over. When our staff have uninterrupted time to focus on a review, they can complete that review more quickly.
- When our staff can move plans through the review process faster, we can complete reviews faster and provide more efficient service. Bundling correction submittals also reduces the amount of times Permitting Services staff need to route plans. This allows them to spend more time on the last stage of the review process, pre-issuance of permits.

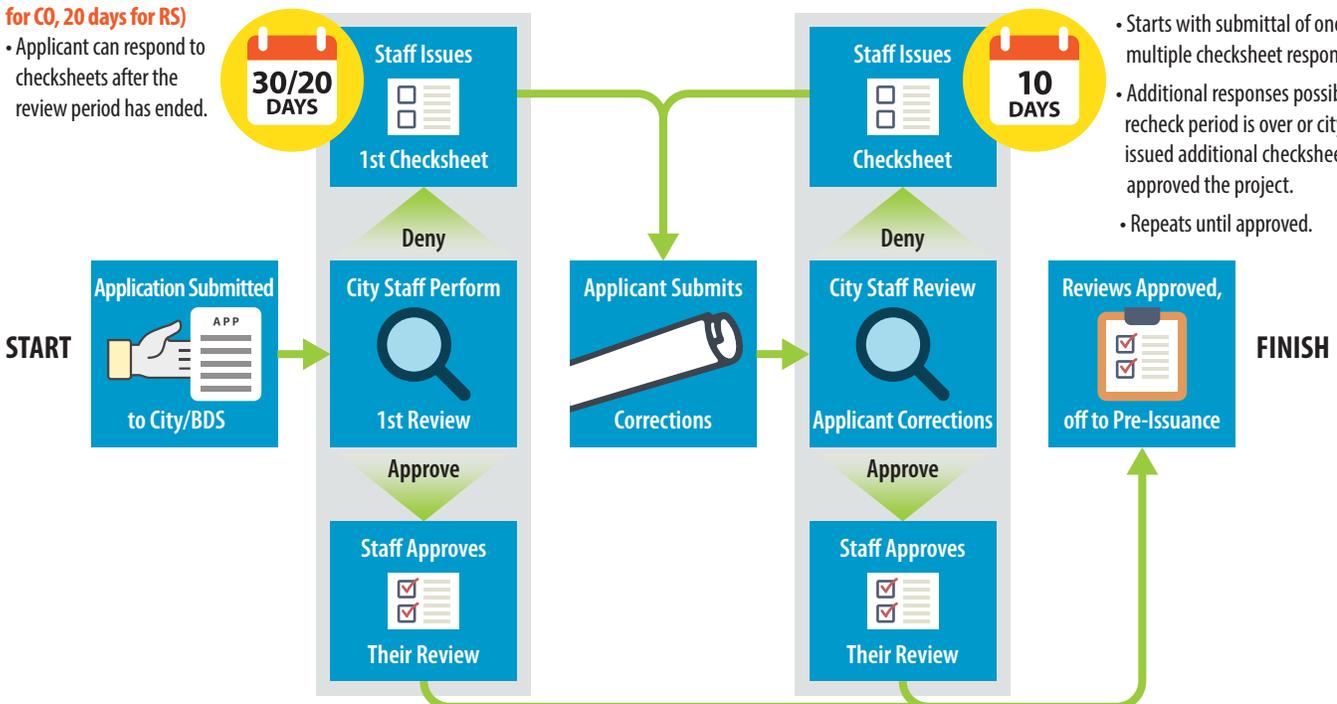
How will this change work?

First Checksheet Review Period (30 business days for CO, 20 days for RS)

- Applicant can respond to checksheets after the review period has ended.

Recheck Review Period (10 business days for CO and RS)

- Starts with submittal of one or multiple checksheet responses.
- Additional responses possible after recheck period is over or city staff have issued additional checksheets or approved the project.
- Repeats until approved.



When will this change happen?

The city has a tentative schedule to phase in this new review process over the next year:



The new process does not apply to project going through the Facilities Permit Program (FPP) or Field Issuance Remodel (FIR) program.

Remember that under the new plan review process:

- Corrections to first checksheets are not allowed until the end of the city review period (30 business days for Commercial, 20 business days for Residential), or City staff have completed their review and issued a checksheet or approved the project.
- Once you submit one or multiple checksheet responses, no further responses can be submitted until the City staff recheck review period is over (10 business days for commercial and residential), or City staff have completed their reviews and have issued a checksheet or approved their respective reviews.
- Customers should communicate actively within their project team so that they can submit as many checksheets as possible at once, thereby avoiding uncoordinated responses that will impact the ability of the project team to submit addition checksheet responses until the City review period is over.
- Complete and accurate submittals, both at initial application, and when submitting corrections, will help expedite the review process.
- Timelines associated with Process Managed Projects will vary and be agreed upon during the Preliminary Fire and Life Safety meeting held prior to permit submittal.