



CITY OF SAN JOSÉ, CALIFORNIA

Building Division

**DEVELOPMENT PLAN REVIEW
APPROXIMATE TIME FRAMES**

Listed below are approximate time frames for specific review processes. These estimates are provided to assist you in developing a realistic project schedule.

TYPE OF PLAN	Standard Reviews (Working Days) ^{1,2,3}					
	Building & Fire Architectural & Structural		Mechanical Electrical Plumbing		Fire Protection & HazMat Systems	
	First	Subsequent	First	Subsequent	First	Subsequent
COMMERCIAL BUILDING						
New Commercial	25	13	10	5	15	7
Commercial High Rise	40	15	10	5	20	10
Minor Structure	15	7	10	5	10	5
Miscellaneous Commercial	10	5	10	5	10	5
RESIDENTIAL						
One Story Addition to a Single Family Residence	10	5	10	5	10 ⁴	5 ⁴
Two Story Addition to a Single Family Residence	15	7	10	5	10 ⁴	5 ⁴
Alterations w/o Structural Calculations	10	5	10	5	10	5
New Single Family Detached	20	10	10	5	10 ⁴	5 ⁴
Tract	25	13	10	5	10 ⁴	5 ⁴
New Multi-Family	25	13	10	5	15	7
Multi-Family High Rise	40	15	10	5	20	10
Miscellaneous Multi-Family	10	5	10	5	10	5

Notes:

- Express Plan Review service is available for projects that qualify, see Res. Handout 2-4, Comm. Handout 2-5 & Subtrade Handout 2-6. Express Plan Review is by appointment only. For this service, plan review will be completed on the day of submittal.
- Intermediate Plan Review service is available for projects that qualify, see Res. Handout 2-22 and Comm. Handout 2-23. For this service, the first plan review will be completed in five days and subsequent submittals plan review will be completed in three days.
- Special Handling Plan Review service is available for projects that do not qualify for Express and Intermediate Plan Review. Coordinated Plan Review will be completed in one-half the regular plan review time frame.
- Applies only when Fire Systems are required due to an approved "Alternate Material or Method of Construction" or a "Variance" to the applicable building and fire codes.

**FY 2008-09 Department of Public Works
Development Project Review Timelines Proposal
New Review Timelines**

#	Service Provided	Proposed		
		1st Review	2nd Review/ Approval	3rd Review/ Approval (If necessary)
		Days*	Days*	Days*
1	Review of Planning Application	20	n/a	n/a
2	Review of Traffic Impact Analysis (TIA) Workslope	20	n/a	n/a
3	Review of TIA Report	20	15	5
4	Review of Grading Plan	20	10	5
5	Review of Major/Tract Improvement Plan	30	20	10
6	Review of Minor Improvement Plan	20	15	5
7	Review of Parcel Map	30	20	10
8	Review of Tract Map	30	20	10
9	Review of Private Street Plan	30	20	10
10	Review of Revocable Permits	10	5	5
11	Review of Lateral Permits	5	2	n/a
12	Review of Private Utility Trench Permits	10	5	5

* Notes:

1. All times provided are in "Working Days" (i.e. Monday - Friday excluding City Holidays and the Christmas Furlough)
2. Assumes that 1st submittal is complete and meets the City's minimum standards for plan/report review
3. Assumes that 2nd or 3rd submittal addresses all City plan check / report review comments

Planning

Project Processing Timeline Goals

<p>30 Days or Less (Assumes Exempt or reuse for CEQA)</p> <p>Dead tree removal approval (TR) Lot Line Adjustment (AT) Sign permits (AD) Single Family House Permit, Category I (SF) Time Extensions (AD)</p>	<p>60 Days or Less (assumes Exempt or reuse for CEQA)</p> <p>Commercial / retail site modifications (H) Historic Preservation Permit (HP) Industrial site modifications (H) Office site modifications (H) Residential addition or conversion (CP) Single Family House Permit, Category II (no council approval) (SF) Time Extension (H, CP, PD, T) Tree Removal no arborist report req'd (TR) Utility Structures (AP)</p>
<p>90 Days or Less (assumes Exempt or reuse for CEQA)</p> <p>Church, school, child care - minor additions, conversions, reuse (CP) Commercial, Industrial w/o significant site issues (PDC, H, CP) Historic Landmark Nomination Off-sale alcohol Exception (CP) Rezoning Conventional Districts (C) SFDR permit and subdivision (PD, PT, T) Tentative Map (T) Tree Removal w/ arborist report req'd & illegal removals (TR) Variance (V)</p>	<p>120 Days or Less (assumes Exempt, reuse or ND for CEQA)</p> <p>Car Dealership (CP) Gas Stations (CP) High Density Residential (3 stories or less) permit and subdivision (PD, PT, T) Historic Landmark Preservation Agreement Hotels / motels less than 100 rooms (H, PD) Industrial / retail minor additions (H) Nightclub / Bar (CP) Residential zoning less than 200 units (PDC) Small Churches, Child Care (CP)</p>
<p>180 Days or Less (assumes ND for CEQA)</p> <p>High Density Residential (>3 stories) permit and subdivision (PD, PT, T) Hillside development (PDC, PD) Hotels / motels more than 100 rooms (H, PD)</p>	<p>180 Days or More (assumes EIR or Complex ND for CEQA)</p> <p>Any project requiring preparation of and EIR Commercial, Industrial w/ significant site issues (PDC, H, CP) Large Public / Quasi Public uses (PDC, CP) Residential zoning greater than 200 units (PDC)</p>
<p>Project Milestone Processing Goals</p> <ul style="list-style-type: none"> • Comments for major applications sent in 30 days ~ 95% • Comments for other applications sent in 30 days ~ 70% • 2nd Round Comments for major projects sent 2 weeks ~75% • Draft Permit to applicant 1 week prior to hearing ~ 95% • Permit signed within 3 days of hearing ~ 95% • Projects with 2 or fewer reviews to hearing ~ 90% 	