



PLAN CHECK TURN AROUND TIME

The following is the estimated time it can take to complete the **initial** plan review process. The actual time is relative to the requirements of each project and the completeness of the submittal. Incomplete submittals mean a delay in the overall review time. We will do all we can to meet these turn-around times, but during peak times there may be a delay.

If this schedule does not meet your needs, please contact Permit Center at (408) 586-3240 for more information. An overtime request may save ½ the normal turn-around plan check time.

<u>PROJECT TYPE</u>	<u>APPROXIMATE TURN-AROUND TIME</u>
Commercial, New Shell	30 working days
Equipment	Appointment**/10 working days
Storage Racks	Appointment**/10 working days
Grading	15 working days
Demolition	Express*/15 working days
Pools	Appointment**/10 working days
Spas	Express*/10 working days
Residential Addition	Express*/15 working days
Residential, New Custom	30 working days
Residential, New Tract	30 working days
Resubmittal	8 working days
Resubmittal, Large	12 working days
Resubmittal, X-Large	15 to 20 working days
Revision	Express*/8 working days
Signs, Monument	10 working days
Site Improvement	25 working days
Tenant Improvement	Please see next page

**TENANT IMPROVEMENT PROJECTS
APPROXIMATE TURN-AROUND TIME**

Permit Type	Up to 1,000 SF		1,000 to 5,000 SF		5,000 to 10,000 SF		10,000 to 20,000 SF		>20,000 SF	
	Initial Review	Re-Submittal	Initial Review	Re-Submittal	Initial Review	Re-Submittal	Initial Review	Re-Submittal	Initial Review	Re-Submittal
CHURCH										
Interior work only	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Including exterior work	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Change from previous use of space	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
CLINIC										
Interior work only	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Including exterior work	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Change from previous use of space	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
EDUCATION										
Interior work only	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Including exterior work	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Change from previous use of space	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
MANUFACTURING HAZARDOUS										
Interior work only	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Including exterior work	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
Change from previous use of space	10 days	8 days	15 days	12 days	15 days	12 days	20 days	15 days	25 days	15 days
MANUFACTURING NON-HAZARDOUS										
Interior work only	Express*/10 days	8 days	Express*/10 days	8 days	Appt*/10 days	8 days	15 days	12 days	20 days	15 days
Including exterior work	Express* if exterior work is minor/10 days	8 days	Appointment* if exterior work is minor/10 days	8 days	Appt* if exterior work is minor/10 days	8 days	15 days	12 days	20 days	15 days
Change from previous use of space	10 days	8 days	10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
OFFICE and R&D (NO HAZARDOUS)										
Interior work only	Express*/10 days	8 days	Express*/10 days	8 days	Appt*/10 days	8 days	15 days	12 days	20 days	15 days
Including exterior work	Express* if exterior work is minor/10 days	8 days	Appt* if exterior work is minor/10 days	8 days	Appt* if exterior work is minor/10 days	8 days	15 days	12 days	20 days	15 days
Change from previous use of space	10 days	8 days	10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
RESTAURANT										
Interior work only	Express* (minor work)/10 days	8 days	Appt** to 2,000 SF/10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
Including exterior work	Express* if exterior work minor/10 days	8 days	Appt** to 2,000 SF if exterior is minor/10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
Change from previous use of space	10 days	8 days	10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
RETAIL/HOTEL/MOTEL										
Interior work only	Express*/10 days	8 days	Express* to 2,000 SF/ Appt**/10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
Including exterior work	Express* if exterior work minor/10 days	8 days	Appt** to 2,000 SF if exterior is minor/10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days
Change from previous use of space	10 days	8 days	10 days	8 days	10 days	8 days	15 days	12 days	20 days	15 days

*See Express Plan Check handout for detailed information

**See Plan Check by Appointment handout for detailed information