



## **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 Manager Leon Sheyman at (408) 586-3245 for more information. An overtime request may save ½ the normal turn-around plan check time.

<b><u>PROJECT TYPE</u></b>	<b><u>APPROXIMATE TURN-AROUND TIME</u></b>
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	8 working days
Resubmittal, X-Large	10 working days
Revision	Express*/8 working days
Signs, Monument	10 working days
Site Improvement	25 working days

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

Permit Type	Up to 1,000 sf	1,000 to 5,000	5,000 to 10,000 sf	10,000 to 20,000 sf	>20,000 sf
<b>CHURCH</b>					
Interior work only	10 days	15 days	15 days	20 days	25 days
Including exterior work	10 days	15 days	15 days	20 days	25 days
Change from previous use of space	10 days	15 days	15 days	20 days	25 days
<b>CLINIC</b>					
Interior work only	10 days	15 days	15 days	20 days	25 days
Including exterior work	10 days	15 days	15 days	20 days	25 days
Change from previous use of space	10 days	15 days	15 days	20 days	25 days
<b>EDUCATION</b>					
Interior work only	10 days	15 days	15 days	20 days	20 days
Including exterior work	10 days	15 days	15 days	20 days	20 days
Change from previous use of space	10 days	15 days	15 days	20 days	20 days
<b>MANUFACTURING HAZARDOUS</b>					
Interior work only	10 days	15 days	15 days	20 days	25 days
Including exterior work	10 days	15 days	15 days	20 days	25 days
Change from previous use of space	10 days	15 days	15 days	20 days	25 days
<b>MANUFACTURING NON-HAZARDOUS</b>					
Interior work only	Express*/10 days	Express*/10 days	Appointment**/10 days	15 days	20 days
Including exterior work	Express* if exterior work minor/10 days	Appointment** if exterior work minor/10 days	Appointment** if exterior work minor/10 days	15 days	20 days
Change from previous use of space	10 days	10 days	10 days	15 days	20 days
<b>OFFICE and R&amp;D (NO HAZARDOUS)</b>					
Interior work only	Express*/10 days	Express*/10 days	Appointment**/10 days	15 days	20 days
Including exterior work	Express* if exterior work minor/10 days	Appointment** if exterior work minor/10 days	Appointment** if exterior work minor/10 days	15 days	20 days
Change from previous use of space	10 days	10 days	10 days	15 days	20 days
<b>RESTAURANT</b>					
Interior work only	Express*(minor work)/10 days	Appointment** to 2,000 sf/10 days	10 days	15 days	20 days
Including exterior work	Express* if exterior work minor/10 days	Appointment** to 2,000 sf if exterior work minor/10 days	10 days	15 days	20 days
Change from previous use of space	10 days	10 days	10 days	15 days	20 days
<b>RETAIL/HOTEL/MOTEL</b>					
Interior work only	Express*/10 days	Express* to 2,000sf/Appointment**/10 days	10 days	15 days	20 days
Including exterior work	Express* if exterior work minor/10 days	Appointment** if exterior work minor/10 days	10 days	15 days	20 days
Change from previous use of space	10 days	10 days	10 days	15 days	20 days

\*See Express Plan Check handout for detailed information

\*\*See Plan Check by Appointment handout for detailed information