

COUNTY OF PLACER Community Development Resource Agency

BUILDING

Administrative Policy
Plan Review Turnaround

TO:

Building Department Staff

From:

Ken Sibley, Supervising Inspector

Approved:

Chief Building Official, Bob Marting

Effective Date:

8/22/07

ISSUE: Placer County has committed plan turnaround standards to the community.

BUILDING DIVISION ANALYSIS: It is important to our customers that the County have established time frames associated with plan reviews, so that they may create dependable construction schedules and accurately plan for their financing needs. It is also important that we establish these performance expectations so that we may better budget and control our time and work loads. Establishing reasonable plan review time frames will ensure a high level of customer service and quality review.

POLICY: This policy is established to develop a dependable, reasonable, and consistent plan review turn around time.* This targeted review time only applies to the initial review; subsequent reviews of resubmit or of responses to the initial review comments generally require additional time.

1st Review

Commercial Tenant Improvement 2 Single Family Additions 1 Commercial/Multi-Family Additions 2 New Single Family Homes 2 New Commercial/Multi-Family Projects 2	20 to 30 working days (4-6 weeks) 20 to 30 working days (4-6 weeks) 15 to 25 working days (3-5 weeks) 20 to 30 working days (4-6 weeks) 20 to 30 working days (4-6 weeks) 20 to 30 working days (4-6 weeks) 5 to 15 working days (1-3 weeks) 1 working day
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2nd Review/Subsequent

5 to 10 working days (1-2 weeks)

- * This is only a goal and not a guarantee; larger or more complicated projects may take longer.
- * Additional time may also be required for insufficient, incomplete, inaccurate, and/or improperly submitted plans, and/or applications.
- * Many times plans require other county department approvals. The time in which the submittal documents are with another department, shall not be considered in the building department turn around times.

The turn around clock starts when the plan review fee has been collected. The turn around clock stops when the plan reviewer has completed the initial review and the applicant has been notified.