

PLAN REVIEW TARGET DATES & REVIEW TIMEFRAMES



PLANNING & COMMUNITY DEVELOPMENT BUILDING & SAFETY DIVISION

809 Center Street, Room 101, Santa Cruz, CA 95060

This handout provides guidance on expected timeframes for plan reviews as required by the State of California, applicable to the 2022 code cycle. Timeframes are established to support transparency and the efficient processing of permits, while complying with the prohibition of excessive delays outlined in state housing laws and associated codes. All time frames assume the application is complete, with all necessary drawings and documentation submitted.

Incomplete or unclear submittals may result in additional processing time, in accordance with standard industry practice. [2022 CBC 1.8.4.3, CRC 1.8.4.3, CEBC 1.8.4.3]

General Review Timeframes

Plan Type	Target Review Time (Business Days)	Notes
New Building Construction (Standard)	15- 1 st review 10- 2 nd review	Based on project complexity and workload; subject to completeness of initial submittal
Tenant Improvements / Small Projects	15- 1 st review 10- 2 nd review	Faster turnaround possible for less complex projects
Plan Revisions/Resubmittals	10-1 st Review	Applies to revised plans, responses to plan check comments
OTC (Over the Counter)	1-5 working days	Minor residential remodels or repairs that do not involve structural changes (e.g., window replacements, re-roofing without structural alterations, minor drywall repair).
Emergency Repair Projects	Prioritized/Over-the-Counter	Reviews prioritized or conducted as quickly as feasible when urgent repairs are necessary

- Actual review times may be affected by project complexity, staffing levels, and volume of applications.
- These are target goals; while every effort is made to meet them, some delays may occur during periods of peak demand or for unusual project types.