

RESOLUTION NO. 2015-099

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
APPROVING THE ADMINISTRATIVE POLICY FOR BUILDING PERMIT
ISSUANCE TIMEFRAMES**

WHEREAS, the City of Elk Grove believes in fostering an environment where City government provides unparalleled service to our residents, businesses, and industries; and

WHEREAS, one significant driver of economic development and job growth is performing development services, and specifically building safety services, in a manner that is easy to use and efficient; and

WHEREAS, clear performance standards for City staff and consultants provide for effective service levels when performing intake of applications, plans review, and issuance of permits; and

WHEREAS, clear and transparent permit issuance policies best demonstrate to the building and development community the expectations they can have when choosing to do business in Elk Grove; and

WHEREAS, City of Elk Grove Administrative Policy BD 15-001 sets forth clear timeframes for building permit issuance; contains standards which are reasonable to meet, while holding the City's process to a high level of service, and truly act as a driver of economic development and jobs growth.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby approves Administrative Policy BD 15-001, attached hereto as Exhibit A, establishing building permit issuance timeframes.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 13th day of May 2015.



GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

EXHIBIT A



**City of Elk Grove
Administrative Procedure**

No. BD 15-001

Department/Division: Building Department Approved by City Council, May 13, 2015	Section: Permits and Plans Examination	Title: Building Permit issuance timeframes
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1. Purpose
To provide the building community, city consultants and Building Department staff clear direction on the generally expected turnaround times for building permits to be ready for issuance.
2. Scope
This policy will establish specific timeframes for building permit application review, comments and/or requested revisions to be provided back to the applicant, and review and resubmitted plans/applications. This policy applies only to building permits, and it is not intended to affect the review or processing of development applications by other City departments or outside agencies.
3. Responsibilities and Accountability
 - 3.1. Department/Division Heads (Management)
 - 3.1.1. City Manager, Department Director, Building Official, or designee will be responsible to ensure that all staff and consultants are trained on the policy and the systems are in place to ensure compliance with this policy.
 - 3.2. Supervisors/employees (Front Line Management)
 - 3.2.1. Building consultant and consultant's employees is tasked with monitoring day to day compliance with this procedure.
4. Policy

This policy is an outline of the turnaround times an applicant can generally expect from the City of Elk Grove. These timeframes are separate and apart from the timeframes participants in Permit Simplicity would expect and the City anticipates that they will remain unchanged with implementation of the new program.

This policy makes assumptions that the work performed by the submitter is of a quality and completeness that would require minimal correction by Building Department plans examiners and that the submitter is timely in the picking up of plans needing correction and permits ready for issuance.



City of Elk Grove Administrative Procedure

No. BD 15-001

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Building Permit Issuance Timeframes:

Same-day (Over the Counter) Permits with Plan Review:

- Attached Patio covers, trellises
- Residential Swimming Pools and Spas
- Kitchen and Bathroom Remodels
- Solar Photovoltaic
- Interior demolition permits (Residential and Commercial)
- New Sewer/Gas/Electrical
- Minor Fire Repairs
- New Commercial HVAC units
- Tile Roofing Projects
- Commercial Tenant Improvement- Minor (T.I. Tuesday)
- Storage or Utility Occupancy

10 Day:

- All Residential Projects

15 Day:

- Residential Master Plans (up to 5 floor plans)
- All Commercial Projects

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2015-099

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

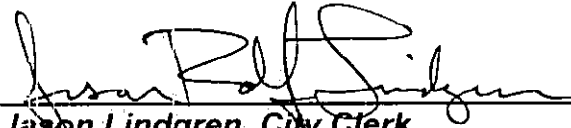
I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on May 13, 2015 by the following vote:

AYES : **COUNCILMEMBERS:** *Davis, Hume, Detrick, Ly, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California