



**City of Walnut Creek**  
**Development Review Services**  
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**PLAN REVIEW TURNAROUND TIMES**  
 (In Business Days)<sup>a</sup>

Processing Information			First Review <sup>b</sup>						Subsequent Rechecks and Revisions					
Category	Project Type	Sets of plans required	Planning	City Arborist	Engineering	Traffic	Building <sup>d</sup>	Maximum Time	Planning	City Arborist	Engineering	Traffic	Building <sup>d</sup>	Maximum Time
Residential (single family and duplex only)	New	6	15	10	20	15	20	20	10	10	10	10	15	15
	Additions	5	10	10	15	-	15	15	5	10	10	-	10	10
	Alterations	5	5	10	10	-	10	10	5	10	10	-	10	10
	Demolition	5	10	10	10	10	10	10	5	10	5	5	5	10
	Pools	4	10	10	10	-	10	10	5	10	5	-	5	10
Commercial (multifamily residential and non-residential)	New	6	20	10	15	15	25	25	15	10	15	10	20	20
	Additions	6	15	10	15	15	20	20	10	10	10	10	15	15
	Alterations	5	15	10	10	-	15	15	10	10	5	-	10	10
	Demolition	5	10	10	10	5	10	10	5	10	10	5	5	10
	Pools	4	10	10	10	-	10	10	5	10	5	-	5	10
	Sign/Awning	4	5	-	5 <sup>c</sup>	-	5	5	5	-	5 <sup>c</sup>	-	5	5

Footnotes:

- a. The times presented in this table represent the maximum times for plan reviews of permit applications. First round reviews may result in an approved plan or a comment list. Business days do not include City Holidays or weekends. Note that the times shown are approximate and will vary depending on staffing levels during the year. Every effort is made by staff to provide turnaround times that do not exceed these times and are less than the times shown.
- b. Assumes design review has first been completed for those projects requiring design review. Although planning and engineering cannot begin a plan review of a building permit application before design review has been approved, applicants who wish to submit for building plan review prior to design review approval may do so at their own risk, provided support for such submittal has been obtained from planning and engineering by building staff. Revisions may be necessary to the building permit application resulting from design review processes. Additional plan review fees may be necessary due to required design changes.
- c. Only if an encroachment agreement is needed because the awning or sign projects into the public right-of-way or the installation will require use of City property.
- d. Refer to Policy Bulletin-061 for Building Division Expedited Plan Review Turnaround Times. The expedite option applies to Building Division review only and will not reduce the plan review times for any of the other divisions.