



**City of Vallejo**  
**Central Permit Center**  
**Development Review Services**  
*City Hall 555 Santa Clara Street, 2<sup>nd</sup> Floor Vallejo, CA. 94590*  
*(707) 648-4328*

**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	Building	Fire Prevention	Engineering	VSFCD	Water	Traffic	Solano County Health Dept.	Maximum Time	Planning	Building	Fire Prevention	Engineering	VSFCD	Water	Traffic	Solano County Health Dept.	Maximum Time
Residential (single-family and duplex only)	New	3	10	10	3	20	15	10	10	n/a	15	5	5	3	10	10	5	5	n/a	10
	Additions	3	7	7	3	15	10	10	7	n/a	10	5	5	3	10	5	5	5	n/a	5
	Remodels/Alterations	3	5	5	3	12	10	5	5	n/a	10	3	3	3	8	5	5	3	n/a	5
	Demolition	3	1	3	3	5	10	5	2	n/a	10	1	2	2	4	5	5	1	n/a	5
	Pools	3	1	5	n/a		5	5	n/a	n/a	5	1	3	3		5	5	n/a	n/a	5
Commercial (multi-family residential and non-residential, restaurants and retail food sales)	New	3	10	10	8	20	20	10	10	20	20	5	5	3	12	15	5	5	20	20
	Additions	3	10	10	8	20	15	10	10	20	20	5	5	3	12	10	5	5	20	20
	Tenant Improvements	3	10	10	8	18	15	10	n/a	20	20	3	5	3	12	10	5	n/a	20	20
	Remodel/Alterations	3	10	10	8	18	15	10	8	20	20	3	5	3	12	10	5	5	20	20
	Demolition	3	1	3	3	5	10	5	2	n/a	10	1	2	1	5	5	5	2	n/a	5
	Pools	3	1	5	n/a	n/a	10	5	n/a	20	20	1	2	n/a		5	5	n/a	10	10
	Sign/Awning <sup>c</sup>	2	2	2	n/a	5	5	n/a	2	n/a	5	2	2	1	5	5	n/a	2	n/a	10
	Underground Storage Tank Systems	3	n/a	5	8	8 <sup>d</sup>	15	n/a	n/a	20	20	n/a	2	3	5 <sup>d</sup>	15	5	n/a	20	20

**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 letter. Business days do not include 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 Planning Design review has first been completed for those projects requiring design review. Although planning, engineering and water 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, engineering and water 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 sign or awning projects into the public right-of-way or the installation will require use of City property.
- d. A Public Works grading permit may be required for installation and removal of Underground Storage Tanks.
- e. The Fire Prevention Division offers over-the-counter plan check by appointment. *(subject to the complexity of the project)*