



Guide to Construction Permit Initial Plan Review Categories

SDCI assesses each submitted permit application to determine the complexity of the project scope in relation to how quickly all reviewers can complete the application’s initial plan review. SDCI reviews applications in each category in the order they are received based on the completed application date. The completed application date is the date the applicant pays the intake fees due which happens on or after the date we screen the application materials submitted to determine they are complete.

SDCI has three main review categories with these target initial review completion goals:

Type of Application	Review Category	Expected Initial Review Time (for the combined Ordinance & Structural Reviews Only)	Target to Complete All Initial Reviews
Simple complexity projects <i>(e.g. minor additions or alterations)</i>	Full	Up to 1 hour	1-2 weeks
Medium complexity projects <i>(e.g. ADUs/DADUs, small single-family residence additions and alterations, small business tenant improvements, etc.)</i>	Full+	Up to 4 hours	2-4 weeks
Complex (Full C) “lite” projects <i>(e.g. smaller townhouse developments, larger single-family residence additions and alterations, larger tenant improvements, etc.)</i>	Full-C	Over 4 hours and up to 8 hours	4-8 weeks (internal target only)
Complex (Full C) projects <i>(e.g. new mixed-use buildings, substantial alterations, larger townhouse developments, new apartments and commercial buildings, etc.)</i>	Full-C	8 hours or more	8-12 weeks

Exceptions:

- Permits that require routing to other departments outside of SDCI (Fire/SDOT/Parks/etc.) will always be assigned to at least the medium (Full +) complexity category to allow for interdepartmental coordination.
- Permits that are to “establish use for the record” are always assigned to the Complex (Full C) “lite” category because of the permit history research needed for these projects being estimated at around 6 hours of review on average.
- Permits with an Emergency priority will always be assigned to the simple (Full) category.
- Permits using an approved standard plan for a one-family dwelling will always be assigned to the simple (Full) category.
- Demolition and grading permits will always be assigned to the medium (Full +) category.

For additional information about how SDCI prioritizes plan review, see our [Prioritization Guide](#).