

# Concurrent Permit Processing

This information bulletin provides the process for approving a request to allow a building or grading permit application to be reviewed concurrently with the processing of a discretionary permit.

## BACKGROUND

To help reduce permit processing times, applicants often request that building permits, precise grading plans, and discretionary permits be reviewed concurrently. However, there are risks associated with concurrent processing in that project changes required as part of the discretionary review process also need to be made to the construction drawings. This can result in duplicative and multiple plan reviews, which result in additional staff time and added project costs to the customer.

As such, concurrent processing is sensible when the project is likely to remain relatively stable during the review process, with only minor issues remaining, such that ministerial permit application materials are unlikely to need a significant rework due to discretionary permit review comments.

## ELIGIBILITY REQUIREMENTS

All discretionary projects are eligible for concurrent processing of ministerial permits, subject to the following limitations.

- Precise grading plans can be submitted for plan check once the draft conditions of approval for the discretionary permit have been issued.
- A building permit application can be submitted for plan check under the following circumstances, whichever comes first:
  - Once the draft conditions of approval for the discretionary permit have been issued; or,
  - The first round of plan check comments for the precise grading plans have been received.
- Applicant shall sign a Concurrent Permit Processing Agreement.

Exception: Unless directed otherwise by the project planner who is processing the discretionary permit application, applicants processing a Coastal

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## Documents Referenced

[Concurrent Permit Processing Agreement, Attached](#)

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Development Permit (CDP) for a single-family residence are eligible for concurrent processing as early as when the CDP application is submitted.

## CONCURRENT PROCESSING AGREEMENT

Applicants undertaking concurrent processing must acknowledge in writing that they understand the risk of processing ministerial permits prior to approval of the discretionary entitlement and no ministerial permits will be issued until after discretionary permit approval and following the conclusion of the appeal period.

The applicant shall submit a signed *Concurrent Permit Processing Agreement* acknowledging that concurrent permit review will be performed at the applicant's risk. The agreement is attached to this bulletin.

## APPROVAL AND QUESTIONS

The project planner who is processing the discretionary permit is authorized to approve concurrent processing requests when they are consistent with the eligibility requirements specified in this bulletin. Deviations can only be approved by the City Planner on a case-by-case basis.

Any questions should be directed to the project planner who is processing the discretionary permit application.



# CONCURRENT PERMIT PROCESSING AGREEMENT

Project Name: \_\_\_\_\_ Permit #: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

It is requested that the above-named project be granted concurrent submittal and review of ministerial approvals pertaining to a pending discretionary permit action on the development. By signing this agreement, the applicant certifies that said owner(s) acknowledge and accepts that:

1. The construction drawings and documents that are part of the ministerial approval application may have to be revised as necessary to reflect required changes to the conditions and/or drawings and documents of the associated discretionary actions. This may require additional review time and costs.
2. No permits for work including demolition, grading, public improvement, or building construction will be issued until:
  - a. Final approval of the associated discretionary actions has occurred, and all appeal periods have ended; and,
  - b. The City has received evidence that any subsequent approvals required by other Federal, State or local agencies are obtained by the applicant/owner.

Furthermore, the applicant certifies that said owner(s) acknowledge and accept all responsibilities for changes required to the submitted construction drawings and documents as a result of, and to achieve consistency with, the discretionary actions for the development. The applicant acknowledges and accepts that the City assumes no responsibility for said changes and the impacts that result to the development as a result.

The applicant certifies that said owner(s) acknowledges and accepts that plan review fees and deposits expended by City staff during the processing and review of the construction drawings and documents are non-refundable, and that additional fees or deposits may be required if additional staff review of drawings and documents are necessary to reflect the final design of the development as approved in the corresponding discretionary actions.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**CITY USE ONLY**

?	Approved		
?	Denied	Print	Signature
			Date: