

Concurrent Permit Processing

This information bulletin provides the process for approving a request to allow a building, grading, or landscape 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 and/or landscape 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.

Exception: Unless directed otherwise by the project planner who is processing the discretionary permit application, applicants processing a Coastal Development Permit (CDP) for a single-family

Documents Referenced

Concurrent Permit Processing Agreement; [P-34](#)

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 ([Form P-34](#)) acknowledging that concurrent permit review will be performed at the applicant's risk.

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.

