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DEVELOPMENT SERVICES
DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

MEMORANDUM

Date: September 24, 2008
To: Development Oversight Commission
From: Carl Hefner, Deputy Chief Building Official
SUBJECT: Workload and Turnaround Times for Plan Review

Enclosed, per your request, are reports reflecting workload and turn around times for our plan review process. The reports reflect data for January 2008 through August of 2008. The time for plan check averages approximately 35% late vs. established benchmarks and averaged 3 cycles per project. Benchmarks for each cycle are 15 days for the first cycle and 10 days for each subsequent cycle.

The report shows each discipline, Structural, Life Safety, Plumbing, Mechanical, Electrical, and Fire. The reports show the total plan reviews, late reviews and, on time / early reviews. I would like to thank and recognize the plan review team for all of their hard work and cooperation. The team continues to strive to maintain and improve on current service levels without lowering the quality of work. Staff is committed to efficiency and quality thanks to continuous efforts at improvement and process streamlining.

We will continue to report to the Commission as requested. We look forward to your review, comments, suggestions and recommendations.

Thank you,

Carl Hefner

