



PLAN REVIEW & INSPECTION DIVISION PROJECT REVIEW TIME FRAMES

The information in this document is provided as a guideline for the completion of initial and subsequent plan reviews. Review goals indicate the target number of working days to complete a plan review. Review times will be counted starting the first full day after submittal.

Application Type	Review Goals	Max Time Frames (A.R.S. 9-835)	
	1 st /2 nd Subsequent Reviews	Administrative Review	Substantive Review
Commercial:			
New Commercial Projects	13/8	8	30 each review
Tenant Improvements (<25,000 sq. ft.)	8/4	8	25 each review
Tenant Improvements (>25,000 sq. ft.)	12/8	8	30 each review
Fire Plan Submittals	12/8	8	30 each review
Fire Sprinkler Modifications (<20 heads & Alarms)	8/4	8	25 each review
Fire Sprinkler Modifications (<5 heads)	3/3	N/A	N/A
Plan Changes (minor <15 sheets), Carports, Construction Trailers, Temp Sales Trailers, Truss Calcs, Temp Power	8/4	8	25 each review
Plan Changes (major >=15 sheets), Canopy Structures, Swimming Pools, Subdivision Amenity Packages, Other Misc.	12/8	8	30 each review
New Cell Towers (including in right of way - SWF)	12/8	8	30 each review
Adding equipment to existing	8/4	8	25 each review
Electric, Plumbing, Mechanical	3/3	N/A	N/A

Application Type	Review Goals	Max Time Frames (A.R.S. 9-835)	
		Administrative Review	Substantive Review
	1st/2nd Subsequent Reviews	N/A	N/A
<u>Residential:</u>			
Single Family (custom/standard)	12/8		
Single Family Standardized	3/3		
Sales Offices	8/4		
Subdivision Amenity Packages	12/8		
Fences/Walls (individual lots)	3/3		
Plan Changes (minor <10 sheets), Room Additions, Other Misc.	8/4		
Plan Changes (major >=10 sheets)	12/8		
Electric, Plumbing, Mechanical	3/3		
Swimming Pool	3/3		
Fire Plan Submittals	12/8		
<u>Engineering:</u>			
Subdivision Improvement Plans, Offsite Improvement Plans, Plats	20/12/8	8	30 each review

Note: In keeping with the Town of Gilbert’s commitment to excellence, adjustment to the estimated number of review days is possible. Any adjustment as determined by the Plan Review Supervisor will be based on the complexity of the project, workload and staffing levels. All time frames are working days.