



## Development Service Center

Hipolito Olmos C.B.O. Building Division  
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 Visit us: [www.cityofgilroy.org](http://www.cityofgilroy.org)

## Permit Processing Timeframes

This policy is intended to better assist staff and customers by clarifying current target timeframes for construction permit processing. These timeframes apply to projects that have received land use entitlement approvals and does not include the plan submittal queue/wait times.

Typical Project Review Type		Target for First Review	Target for Subsequent Reviews
1.	Residential / Commercial Water Heater Replacement with Proper Documentation	9 Working Days	4 Working Days
2.	Residential / Commercial Re-roof with Proper Documentation	9 Working Days	4 Working Days
3.	Residential / Commercial Furnace and/or AC Replacements with Proper Documentation	9 Working Days	4 Working Days
4.	Residential / Commercial Window and/or Door Replacements or New	9 Working Days	9 Working Days
5.	Residential (SFR) Swimming Pools and/or Spa	15 Working Days	10 Working Days
6.	Residential (SFR) Yard Structures (e.g. Patio Covers, Retaining Walls)	14 Working Days	9 Working Days
7.	Residential Interior Remodel (no size change)	17 Working Days	12 Working Days
8.	Residential (SFR) Addition - Less than 999 square feet	19 Working Days	14 Working Days
9.	Residential (SFR) Addition - More than 1,000 square feet	29 Working Days	29 Working Days
10.	Residential (SFR) JADU/ADU - Less than 750 square feet	19 Working Days	14 Working Days
11.	Residential (SFR) JADU/ADU - More than 750 square feet	29 Working Days	29 Working Days
12.	Residential (SFR) NEW Building - Less than 5,000 square feet	29 Working Days	29 Working Days
13.	Residential EV Charging Stations	9 Working Days	8 Working Days
14.	Commercial EV Charging Stations	19 Working Days	17 Working Days
15.	Residential Photovoltaic Systems - 10kW or less	9 Working Days	9 Working Days
16.	Residential Photovoltaic Systems - More than 10kW or Ground-mounted	19 Working Days	17 Working Days
17.	Commercial Photovoltaic systems (Rooftop)	19 Working Days	14 Working Days
18.	Cellular Tower / Mobile Antenna NEW	14 Working Days	9 Working Days
19.	Cellular Tower / Mobile Antenna Adding or Replacing	14 Working Days	9 Working Days
20.	Commercial Minor Equipment (e.g. Generators, Battery back-up, Tanks)	19 Working Days	14 Working Days
21.	Commercial Tenant Improvements with no new Occupancy issues - Less than 5,000 square feet	19 Working Days	14 Working Days
22.	Commercial Tenant improvements - More than 5,000 square feet or any size proposal involving a change in occupancy	51 Working Days	26 Working Days
23.	Commercial Addition - Less than 5,000 square feet	39 Working Days	24 Working Days
24.	Commercial NEW Building - More than 5,000 square feet	51 Working Days	31 Working Days
25.	Residential or Commercial Large Complex Developments with Environmental Mitigation Measures	61 Working Days	36 Working Days
26.	Residential Tract Homes Plot Plans - Less than 10 (maximum per week)	27 Working Days	22 Working Days
27.	Residential Tract Homes Plot Plans - More than 10 (maximum per week)	28 Working Days	23 Working Days
28.	Residential (SFR) Foundation with Underground Utilities (Early Start)	14 Working Days	9 Working Days
29.	Commercial Foundation with Underground Utilities (Early Start)	14 Working Days	9 Working Days

Typical Project Review Type		Target for First Review	Target for Subsequent Reviews
30.	Residential or Commercial Demolition - Minor	9 Working Days	4 Working Days
31.	Residential or Commercial Demolition - Major	15 Working Days	10 Working Days
32.	Residential or Commercial Demolition - Early Start (Only after first plan review)	9 Working Days	4 Working Days
33.	Commercial Racking	14 Working Days	9 Working Days
34.	Commercial Underground/Above Ground Storage Tank	14 Working Days	9 Working Days
<b>Fire Sprinklers System:</b>			
35.	Fire Sprinkler Tenant Improvement - Less than 10 Sprinkler Heads	14 Working Days	9 Working Days
36.	Fire Sprinkler Tenant Improvement - 10-50 Sprinkler Heads	14 Working Days	9 Working Days
37.	Fire Sprinkler Tenant Improvement - 50+ Sprinkler Heads	14 Working Days	9 Working Days
38.	Fire System Underground - Single Building	14 Working Days	9 Working Days
39.	Fire System Underground - Multiple Building Parcel	14 Working Days	9 Working Days
<b>Fire Sprinklers NEW System:</b>			
40.	Residential SFR / Duplex	14 Working Days	9 Working Days
41.	Residential Apartment Single Building - 3 stories or less	14 Working Days	9 Working Days
42.	Residential Apartment Single Building - 4 or more stories	14 Working Days	9 Working Days
43.	Commercial Single Building - Single Riser	14 Working Days	9 Working Days
44.	Commercial Single Building - up to 4 Risers	14 Working Days	9 Working Days
45.	Commercial - 5 or more Risers in a Building or a Complex with 5 or more buildings	14 Working Days	9 Working Days
<b>Other Fire Systems:</b>			
46.	Chemical Extinguishing System - New	14 Working Days	9 Working Days
47.	Fire Alarm System - New	14 Working Days	9 Working Days
48.	Fire Alarm System - Modification	14 Working Days	9 Working Days
49.	Fire Alarm Panel - Replacement Only	14 Working Days	9 Working Days
50.	Fire Flow Test - Email Request & Paid	14 Working Days	9 Working Days
51.	Fire Suppression for Hood & Duct	14 Working Days	9 Working Days
52.	Grease Interceptors	14 Working Days	9 Working Days

**These timeframes DO NOT include timing for other required processes. As such, building permit applications that have not received necessary permits from other agencies or departments will be rejected and must re-apply after the required permits have been obtained (e.g. planning, encroachment, fire, health, etc.) CITY HOLIDAYS are excluded as working days.**

While staff is committed to these target timeframes as outlined above, there will be instances where such timeframes may not be achievable. Known issues where additional review time is needed include:

- Projects located within a flood zone
- Projects located on hillside lots
- Projects on property with code enforcement issues
- Multiple application submittals for photovoltaic systems
- Submittals that are incomplete or otherwise lacking necessary information.