

Business-Friendly Fresno: Planning PROCESS

It's different this time.

The City of Fresno has replaced planning and development "red tape" with an easy to follow, customer-focused approval process, known as Business-Friendly Fresno.

The new straightforward approach identifies projects based on their complexity. There are four project levels, each with an optimized process. This brochure outlines the process, so there are no surprises.

The more simple a project, the quicker the review—some even approved over the counter. For more complex projects, the developer can meet with the Development Review Committee (DRC) comprised of all of the reviewing departments, to collaboratively discuss the application and receive concise and thorough feedback.

Business-Friendly Fresno streamlines the development process, eliminating roadblocks for projects that meet the defined process criteria.

Decisions that "stick"

The City of Fresno has developed Business-Friendly Fresno to establish accountability and clear protocols and authority for decision-making that align with the General Plan, Development Code, and pre-zoning. Improved technology, customer service, and continuous improvement through training and staff development will help us keep the commitment to our standards, to honor developers' time and budgets, and to work together to "get to yes."

Contact:

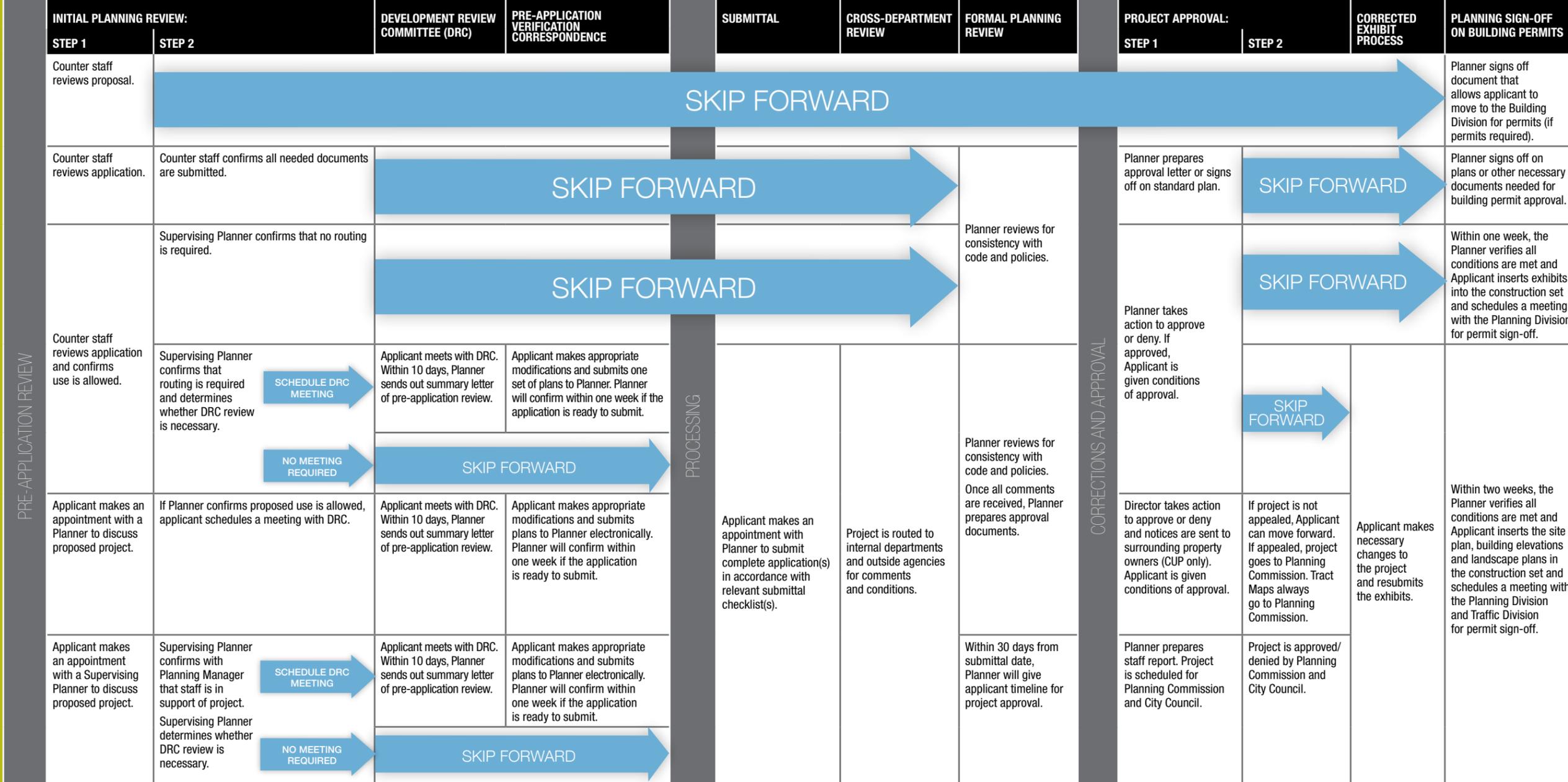
Mike Sanchez, Assistant Director
(559) 621-8040
mike.sanchez@fresno.gov
8:00 am to 5:00 pm

PLANNING PROJECT LEVELS

PROJECT LEVELS	REVIEW TIMELINE	PROJECT TYPES
LEVEL 1	1–14 days	<ul style="list-style-type: none"> Tenant Improvement (verification of allowed use) Standard Sign Applications Zoning Clearance for Business License
		<ul style="list-style-type: none"> Rear Yard Encroachment Minor Deviation Standard Plans for Single Family Homes "File Stuffer"¹
		<ul style="list-style-type: none"> Minor Revised Exhibit¹ (no routing required) Zoning Inquiries (different process: application submittal, staff research, letter sent to applicant)
LEVEL 2	30–45 days	<ul style="list-style-type: none"> Major Revised Exhibit¹ (routing required) Industrial Site Plan Review Alcohol conditional use permit Standalone environmental assessments (<MND) Director's Classification (different process: see Supervising Planner for verification)
LEVEL 3	Goal of 75–90 days	<ul style="list-style-type: none"> Amendment¹ Full Site Plan Review Application Full Conditional Use Permit Application Tentative Parcel or Tract Maps Standalone environmental assessments (MND)
LEVEL 4	Project Status within 30 days with a specified time for completion (goal of 90–120+ days)	<ul style="list-style-type: none"> Multiple Applications (i.e. rezone and CUP) Rezone Plan Amendment Annexation Text Amendment

¹Defined in Policy and Procedures G-003. Application for a modification to a developed site (Modification to approved site plan or conditional use permit.)

PLANNING REVIEW PROCESS



Business-Friendly Fresno: Building PROCESS

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Contact:

Brian Leong, Chief Building Official
(559) 621-8094
brian.leong@fresno.gov
8:00 am to 5:00 pm

BUILDING PROJECT LEVELS

PROJECT LEVELS	EXAMPLE PROJECTS	FORMAL REVIEWS	REVIEW TIMELINE
LEVEL 1	<ul style="list-style-type: none"> Simple over-the-counter permits that do not require plans Standard single-family home permits Residential Solar Photovoltaic Standard Sign Applications 	All applications will be reviewed for completeness prior to acceptance for plan check submittal.	1–3 business days
LEVEL 2	<ul style="list-style-type: none"> Residential Additions/Alterations Residential Fire Repairs requiring plans Commercial Tenant Improvements Miscellaneous structures such as storage racks, cell towers, etc. Plan addendums 		7–14 business days
LEVEL 3	<ul style="list-style-type: none"> New custom single family residence New standard tract home plans New apartment projects New commercial buildings New religious buildings New restaurant buildings Hotels/motels Parking garages New medical buildings Change of occupancy 		21 business days
LEVEL 4	<ul style="list-style-type: none"> Complex industrial projects Public utility capital improvement projects Multi-story high-rise buildings Health care facilities 		28 business days

BUILDING REVIEW PROCESS

APPLICANT COMES TO CITY HALL	MEET PERMIT COUNTER STAFF	PLAN REVIEW PROCESS	HISTORIC PRESERVATION CONSIDERATIONS	BUILDING DIVISION PLAN REVIEW COMPLETED	APPLICANT PICKS UP PLANS AND CORRECTION LIST FROM CITY	APPLICANT CORRECTS PLANS TO ADDRESS CORRECTION LIST	BACK CHECK APPOINTMENT WITH PLAN CHECKERS	APPLICATION APPROVED	PERMITS ISSUED FOR CONSTRUCTION
Collaborate with staff to determine level of project review. Note: The project level may be different than the Planning Review Process project level.	Staff creates application in City's permitting system and either issues permit or routes application for processing.		<ul style="list-style-type: none"> Properties individually listed on the local, state, or national register Properties more than 50 years of age Properties eligible for listing 	SKIP FORWARD 					
	Staff creates application in City's permitting system, applicant pays plan check submittal fee, plans routed to applicable departments for plan review processing.	Plans are reviewed by Building and Safety plan check staff and other outside departments and divisions.	*If property determined to be historic, sign-off required prior to issuance of permits.	Plan corrections from each department are compiled and a Plan Check Correction List is created. Applicant is contacted; plan check is completed and ready for pickup.	SKIP FORWARD 		Design Professional meets with staff from each department or division with corrections to review revised plans and sign off Plan Check Correction List.	Plan Check Correction List is signed off and approved by all departments.	Applicant/contractor completes permit affidavit and presents all approved documents to permit counter for processing.