**Building Safety Plan Review**

**Administrative Completeness Review Time Frame**

- **START**
  - Applicant submits documents

- **Administrative Completeness Review**
  - Complete
    - **YES**
    - Notice of Required Information
      - **APPLICANT REVISES DOCUMENTS**
      - **NO**
      - Applicant submits documents
        - **NO**
        - Verify Completeness
          - **YES**
          - Complete
          - **NO**
          - Verify Completeness

- **NO**
  - Notice of Required Information
    - **APPLICANT REVISES DOCUMENTS**
    - **YES**
    - Applicant submits documents
      - **NO**
      - Complete
      - **YES**
      - Verify Completeness

**Substantive Review Time Frame**

- **1st Substantive Review**
  - Corrections required
    - **YES**
    - Notice of Required Information
      - **ARCHITECT REVISES DOCUMENTS**
      - **NO**
      - Applicant submits documents
        - **NO**
        - Verify Completeness
          - **YES**
          - Complete
          - **NO**
          - Verify Completeness

- **NO**
  - Notice of Required Information
    - **ARCHITECT REVISES DOCUMENTS**
    - **YES**
    - Applicant submits documents
      - **NO**
      - Complete
      - **YES**
      - Verify Completeness

- **2nd Substantive Review**
  - Corrections required
    - **YES**
    - Notice of Required Information
      - **ARCHITECT REVISES DOCUMENTS**
      - **NO**
      - Applicant submits documents
        - **NO**
        - Verify Completeness
          - **YES**
          - Complete
          - **NO**
          - Verify Completeness

- **NO**
  - Notice of Required Information
    - **ARCHITECT REVISES DOCUMENTS**
    - **YES**
    - Applicant submits documents
      - **NO**
      - Complete
      - **YES**
      - Verify Completeness

- **PLANS APPROVED PERMIT(S) ISSUED**
  - **NO**
  - Denial letter issued
    - **YES**
    - Plan review expired
      - **NO**
      - **YES**

**Time Suspended** – time here does not count in Administrative Completeness Review Time Frame or Substantive Review Time Frame or Total Time Frame.

12/31/2012