



Standard, Fast Track, and Expedited Plan Review

TURNAROUND TIMES FOR 2026

Standard Plan Review (SPR): The information in this document is intended as a guideline for completing initial (1st-round) plan review turnaround times. Goal indicates the target number of business days to complete an initial plan review. Average (AVG) indicates the typical number of calendar days required to complete the initial plan review from the previous quarter. Turnaround times can fluctuate, depending on the monthly workload and the complexity of the project. Plan review time frames for the first and second correction cycles are typically slightly reduced if the corrections are not significant.

Each permit type has a unique set of evaluation criteria, review departments, and estimated time frames. Following receipt of the Plans and Supporting Documents files via the online portal, applicable department reviews will be assigned based on permit type. If corrections or additional documentation are needed, each reviewer will include detailed notes of required code items. Following completion of all reviews for the round, the permit status is updated to “Corrections Required,” and a notification is emailed to the applicant with the Comments Letter posted on the portal. Upon return of the updated complete set of documentation, a new round of review will commence. If you have further questions regarding the review process or expected completion date, you should contact the Building Permit Center. For planning purposes, please assume that staff will meet the longer of the two dates.

Note: Within the maximum timeframe pursuant to [ARS9-835](#)

Expedited Plan Review (EXPR): As part of Prescott Valley's commitment to excellent service delivery, we offer this premium service for projects that meet the Town's approved criteria. As this is a premium service, it is expected that submitted plans be complete and, to the extent possible, code-compliant when they are accepted and logged for first round review. To be considered for Expedited Plan Review (EXPR), the applicant must demonstrate that the project meets the approved criteria. Each application for EXPR services will be evaluated on a case-by-case basis. Staff and/or consultant availability, and current workload will be some of the determining factors in granting approval. Expedited Plan Review will utilize one of the Towns approved 3rd party consulting firms as primary reviewers with Town staff as oversight.

Fast Track (FTR): As an additional premium service, it is expected that submitted plans be complete and, to the extent possible, code-compliant when they are accepted and logged for first round review. To be considered for Fast Track Plan Review (FTR), the applicant must demonstrate that the project meets the approved criteria. Each application for FTR services will be evaluated on a case-by-case basis. Staff availability and current workload will be some of the determining factors in granting approval. This service does not utilize consultants and is offered as an in-house only process as availability allows.

Virtual Appointments: We're pleased to offer virtual chat appointments to better support contractors, developers, and community members. These interactive sessions allow us to connect quickly, share screens, review plans and submittal materials together, and provide real-time guidance. Virtual chats offer the same level of personalized service while making it easier and more efficient to get the answers you need. We invite you to schedule a virtual chat at your convenience and look forward to serving you.

Book an appointment here: <https://outlook.office365.com/book/PermittingCounter@prescottvalley-az.gov>

COMMERCIAL BUILDING PLANS	DESCRIPTION	SPR GOAL	SPR AVG	EXPR	FTR
Large	50,000 square feet and greater	65	75	15	N/A
Medium	5,000-50,000 square feet	55	65	15	N/A

Small	Under 5,000 square feet	40	45	15	N/A
RESIDENTIAL BUILDING PLANS	DESCRIPTION	SPR GOAL	SPR AVG	EXPR	FTR
Custom Homes	A custom home is a one-of-a-kind new home that has a full set of plans with all disciplines.	30	30	15	7
Master Plan	Residential master plans for single-family homes, duplexes and ADU's.	30	36	15	10
Single-family homes	Single-family home plot plans located in Master Planned Communities.	15	15	N/A	5
Additions & Remodels	A remodel is work done to improve an existing single-family home.	30	25	15	7
Accessory Structures	A building which is subordinate to and the use of which is incidental to that of the principal building or use on the same lot.	25	20	15	5

ENGINEERING	DESCRIPTION	SPR GOAL	SPR AVR	EXPR	FTR
Large	Sixteen (16) sheets or more.	75	85	15	N/A
Medium	Seven (7) to fifteen (15) sheets.	60	75	15	N/A
Small	Six (6) sheets or fewer.	45	60	15	N/A

PLANNING	DESCRIPTION	SPR GOAL	SPR AVR	EXPR	FTR
Pre-Application Meeting (PAC)	Initial meeting to discuss basic development review requirements for a proposed site plan or subdivision to establish general guidelines.	5	10	N/A	N/A
Initial Plan Review (IPR)	Formal meeting to discuss requirements for the proposed site plan or subdivision.	10	10	N/A	N/A

SIGN PERMITS	DESCRIPTION	SPR GOAL	SPR AVR	EXPR	FTR
Sign Permits	Commercial sign permits.	7	7	N/A	3

SPR TIMELINES PROVIDED INCLUDE 15 DAYS FOR ADMINISTRATIVE TASKS

This document is typically updated quarterly with a goal of updating monthly in early 2027.

To check the status of a project, please call us at (928) 759-3050

Rev. 1.1.26