

## Monthly activity report search criteria:

1. Building Permit- Excludes voided permits and only searches for the prefix BV, BF, BU, EX
2. Inspections- Excludes Extensions and Reinstatements
3. Permits applied for in date range:
  - a. Permits issued
    - Amnesty issued
    - Quick check reviews
    - New SFR (single family residence)
    - New Multi (Multi-family residence)
    - New Comm (commercial or industrial)
    - New Comm fee waiver (commercial fee waiver applied)
    - Additions
    - Grading
    - Inspections
    - Plan checks completed
4. Planning Applications (\*NOTE: Multiple Certificates may be processed in a single Certificate of Compliance Application)
  - a. Major apps received (inland and coastal)- Excludes void, estimates, withdrawn
    - Major, Parcel, or Minor subdivisions
    - Reversion or Resubdivision
    - Major or Minor Use permit
    - SMARA Use permits
    - Renewals or Modifications of Use Permit
    - Variance
    - Rezone
    - General Plan Amendment
    - Ordinance Amendment
  - b. Minor apps received (inland and coastal)- Excludes void, estimates, withdrawn
    - Boundary line adjustments
    - \*Certificate of Compliance
    - Administrative Permits
    - CDP Admin permits
    - Ag Preserves
    - Cat Exclusions
    - Emergency permits
5. Business license processed- Excludes withdrawn, void, estimates
6. Hearings completed- Excludes estimates, withdrawn, Arch, BID, RLPC
7. Code Enforcement (excludes voids)
  - a. Cases opened
  - b. Cases closed
  - c. Active cases- status must be complaint, investigation, NOTA, NOV, NOV & Lien, Request for Inspection, Stop Work , not prefix EV, not closed or close date not filled in)
  - d. Inactive cases- status must be Court order, Lien recorded, prefix not EV, not closed or closed date not filled in
  - e. NOVs issued- chronology date completed for notice of violation
  - f. AVAs abated- status is closed and closed date set
  - g. Stop works posted- chronology action set for stop work
8. To Compare to Fiscal Year data- all of the same search criteria apply, date range is fiscal year to date.