



# City of Santa Clara

The Center of What's Possible

Building Division: 408-615-2440  
Email: Building@santaclaraca.gov  
Permit Center: 408-615-2420  
Email: PermitCenter@santaclaraca.gov  
Automated Inspection Scheduling System: 408-615-2400

## SERVICE REQUEST

Please provide us with your contact information in case we have questions:

Date: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone number and/or email address: \_\_\_\_\_

What is the street address of the property where service is requested?: \_\_\_\_\_

### TYPE OF SERVICE:

Building Inspection - 408-615-2440	Planning - 408-615-2460
<input type="checkbox"/> Construction work is being done (or has been done) possibly without a permit ____ Construction can be seen from the street ____ Construction <u>cannot</u> be seen from the street  <u>Type of construction:</u> ____ Bathroom      ____ Kitchen ____ Room addition      ____ Electrical work ____ Plumbing work      ____ Heating (HVAC) ____ A storage shed or other building is being constructed that is larger than 120 square feet or taller than 12 feet ____ Other: _____ _____ _____	<input type="checkbox"/> Setback related (you feel a structure or other item is too close to your property line) ____ A fence is too close to a building or has been built on my property ____ A building is too close to another building or fence (add comments below) ____ A solid fence is higher than 6 feet (open lattice work is allowed up to 7 feet) ____ Plants: _____ _____ ____ Other item is too close: _____ _____
<input type="checkbox"/> Substandard rental housing: ____ Bed bugs      ____ Cockroaches ____ Mold from a plumbing or roof leak ____ Other: _____ _____ Project Sentinel: 408-720-9888	<input type="checkbox"/> A home business is possibly being run without a business license
<input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> Car canopy
	<input type="checkbox"/> Garbage and/or other items are being dumped on private property
	<input type="checkbox"/> Illegally posted signs
	<input type="checkbox"/> Garage conversion
	<input type="checkbox"/> Other: _____ _____ _____

### Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Santa Clara County Environmental Health - 408-918-3400 – Restaurants, lead, asbestos, etc.  
Santa Clara County Vector Control - 408-918-4770 – Mosquitoes, rodents (rats, squirrels, etc.)

### OFFICE USE ONLY

☐ Service request opened on \_\_\_\_\_ by \_\_\_\_\_ Request #: \_\_\_\_\_  
Date Initials

☐ Service request not opened. Reason: \_\_\_\_\_

☐ Contacted requestor on \_\_\_\_\_ by \_\_\_\_\_ via: ☐ email ☐ phone ☐ mail  
Date Initials