



**City of Santa Clara**  
The Center of What's Possible

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

**TRANSMITTAL FORM FOR BUILDING PERMITS**

This form is to accompany all paperwork and/or drawings submitted in addition to a response letter or written narrative of the corrections/changes that were made for each trade. Full sets of drawings are required with updated date, delta, and changes clouded for resubmittals. **Incomplete resubmittals will not be accepted.**

BLD # \_\_\_\_\_ Project Address: \_\_\_\_\_

Review Type	Assigned Reviewer	Mark appropriate submittal #		
		Re-submittal	Revision	Deferred
Building Review				
Structural Review				
Fire Review				
Planning Review				
Electrical Review				
Plumbing Review				
Mechanical Review				
Public Works Review				
Water and Sewer Review				
Stormwater Review				
Silicon Valley Power Review				
Solid Waste Review				
Right-of-Way Landscape Review				
Recycled Water Review				
Environmental – Fats, Oil, Grease, Review				
Parks and Rec Review				
City Manager's Office Review				
Other				

**Please check plans & documents you are submitting today:**

- Arch Dwgs  
  Struc Dwgs  
  Mech Dwgs  
  Elec Dwgs  
  Plbg Dwgs  
  Civil  
  Landscape  
 Struc Calcs  
  Shop Dwgs  
  Rev. Narrative  
  Response ltr  
  Health Dept  
  Soils Report  
  Other

Note: This transmittal form is for submitting comprehensive resubmittal/ revision packets to Applications and Permits. Use only one transmittal form per BLD # being submitted. Do not include resubmittal/ revision for more than one project (BLD #) under one transmittal form.