



**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

PHASED PERMIT REVIEW REQUEST

RECORD NUMBER: BLD _____ Date of request: _____

Building address: _____ Type of construction: _____

Proposed work: _____ Type of occupancy: _____

Phased permit is used to review plans and issue Building permits in stages. Other City departments' approvals are still required prior to partial permit issuance. The applicant shall coordinate the departmental approval, fees, back check, and paperwork in order to obtain the foundation/structural permit for construction. In the meantime, the other aspects of design and drawings can be developed and resubmitted to City for review and approval.

An additional surcharge of 25% of the original Building plan review fee is required for a phased permit. Due to the extensive coordination required, only significant new/addition building projects will be considered.

To request a phased permit review, the applicant will complete the following information:

Building Plan Checker Name: _____

MEP Plan Checker Name: _____

Name of applicant (print): _____ Telephone #: _____

Signature: _____ Email: _____

The applicant is authorized to sign the request and must fully understand the procedure. **By signing the request, the applicant will take the responsibility for making any revisions or alternations necessary due to the subsequent plan reviews.**

Approved by: _____ or Disapproved by: _____