



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

REQUEST FOR OVERTIME PLAN REVIEW

Project address: _____ Today's date: _____ PERMIT # BL _____

Select desired trade(s) for OT review: Building Electrical Mechanical Plumbing

Commercial project must be limited to Fire, Building, Electrical, Mechanical, and Plumbing review only.

To request an expedited review from the Fire Department, refer to the following link: [Fire OT Plan Review link](#)

The overtime plan review procedure is intended to expedite the plan review turnaround time only. Please allow up to 10 days, from the date fees were paid, for overtime plan review to be completed.

Overtime requests will not be considered for projects requiring other departmental plan reviews.

- The review must be done after normal working hours.
- Approval is contingent upon the availability of a plans examiner.
- The request shall be authorized and signed by the Building Official or authorized designee at the bottom of this form.

The project must meet the following conditions prior to an approval of overtime plan review:

- A permit number shall be assigned - application must be completed and the plan check fees must be paid.
- Complete project documents (architectural, structural and civil drawings as applicable, structural calculations, duly signed and stamped, and similar essential documents) must be submitted.

Statement by the applicant:

I, the undersigned, agree to compensate the City of Santa Clara for overtime plan review at a minimum fee for the first two hours, and then an additional fee for each additional hour or fraction thereafter per trade (B-E-M-P) plus technology fee. Overtime plan review fees shall be paid prior to beginning the overtime plan check. Please see [current Building Fee Schedule](#).

I further understand that this overtime plan review applies to the Building review only and does not extend to other department reviews that may be required.

I understand that the overtime plan review process only provides plan review comments earlier than the assigned plan review cycle time, but the project must still comply with all other departmental requirements prior to permit issuance.

Signature of Applicant: _____ Date: _____

Print Applicant Name: _____

Title of Applicant/Name of Company: _____ Phone: _____

To be completed by Building Division Office:

Authorized by:	Date:
Assigned Plans Examiner(s):	Estimated Fee: \$
Fee Due: \$	Fee Paid: \$
For Payroll Use: Plans Examiner initials-	Notes:
Date plan check done:	
Payroll code: 150 350 155 355	Paid stamp here
Hours worked: _____ a.m./p.m. to _____ a.m./p.m.	

