



**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 CONCURRENT BUILDING PERMIT APPLICATION**

RECORD NUMBER: BLD \_\_\_\_\_ Date of request: \_\_\_\_\_

Approved by: \_\_\_\_\_ or Disapproved by: \_\_\_\_\_

Reason(s) for disapproval: \_\_\_\_\_

To help customers reduce the time required to obtain new/addition development building permits, the Building Inspection Division will accept permit applications and start the plan check process while applicant is working concurrently with Planning, Engineering and other governing agencies to obtain project approval. Please note that this process cannot be used for projects that require a change in land zoning, an environmental impact report, or a General Plan amendment.

For this process, the applicant understands the following conditions exist:

1. If the proposed project cannot be approved by the other governing agencies, the plan check fee submitted to the Building Inspection Division will not be refunded.
2. If the project needs to be revised to obtain approval from other governing agencies, additional plan check fees will be charged.
3. Applicant must work directly with each department and agency to obtain approval/clearance before the building permit can be issued. It is recommended that the applicant request a pre-submittal meeting with the project staff from each department.

Complete the following information and sign the acknowledgment:

Building address: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Proposed work: \_\_\_\_\_ Type of occupancy: \_\_\_\_\_

Valuation of Project: \_\_\_\_\_

Name of applicant (print): \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing address: \_\_\_\_\_

By signing this request, the applicant acknowledges the above three conditions.

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

Title of applicant: \_\_\_\_\_