



# Santa Clara Fire Department

## FIRE PREVENTION & HAZARDOUS MATERIALS DIVISION

1675 Lincoln Street, Santa Clara, CA 95050  
PHONE: (408) 615-4970 • Fax: (408) 241-3006



## 2020-2021 Overtime Inspection/Plan Review Request Instructions

Effective immediately, our process for requesting an **OVERTIME INSPECTION** is as follows:

1. **Submitting a request for an OVERTIME INSPECTION is not a guarantee that we will be able to provide one.** Due to fluctuations in staffing levels and the volume of inspections requested, we may not be able to accommodate all requests. Please be prepared for that possibility.
2. Requests for OVERTIME INSPECTIONS are accepted Monday - Thursday 12:00 pm for inspections the FOLLOWING week. The cutoff for inspection requests is Thursday at noon. *For example*, if you were requesting an inspection for Thursday, August 15th, we would need to receive your application between Monday, August 5th and 12pm noon on Thursday, August 8th. Requesting a date range is acceptable, providing the dates are within the same week and you are willing to accept ANY of those dates without exception.
3. Requests will be processed and assigned on Fridays. Once we have an inspector assigned, we will call to confirm your inspection time and for payment. Payment will be expected at that time but must be made no later than 24 business hours after we have confirmed your appointment. Monday inspections will require payment on Friday when we call. Please be prepared to make payment at that time.
4. OVERTIME INSPECTION requests will be handled in the order received. If we are unable to fulfill a request, we will notify you by Friday afternoon and you can re-submit on Monday for the following week.
5. OVERTIME INSPECTIONS can only occur outside of the Inspector's regular working day hours. AM Inspections may begin as early as 5:00 am and must be concluded with enough time for the Inspector to be in the office for the start of their shift at 7:30 am. PM Inspections begin at 5:30 pm.
6. OVERTIME INSPECTIONS scheduled Monday - Friday for the AM are usually between 1 and 2 hours and begin as early as 5:00 am. Weekend AM inspections may vary. If you need more than 2 HOURS for your inspection Monday - Friday, please request a PM inspection and specify the number of hours (1-3) needed.
7. OVERTIME INSPECTIONS are scheduled for (1) permit per inspection slot. Only the installing contractor may request the inspection. Anyone may provide payment.
8. Please be aware of the cancellation policy regarding OVERTIME INSPECTIONS. Once we have taken payment and scheduled your inspection, cancelling said inspection will result in a **\$220.00 cancellation fee**. We will refund the remainder of your original payment.
9. If you FAIL to cancel an OVERTIME INSPECTION, a **\$376.00 reinspection fee** will be assessed, and must be paid prior to any other inspections taking place. Your original payment of **\$940.00** will NOT be refunded.

Our process for requesting an **OVERTIME PLAN REVIEW** is as follows:

1. Requests for OVERTIME PLAN REVIEW may be made at any time during the plan submittal process.
2. Requests will be processed in the order they are received.
3. OVERTIME PLAN REVIEW allows us to process and review your plans generally within 10 working days **upon assignment to a Plan Reviewer**. Assignment may not happen immediately and is contingent upon securing a Plan Reviewer able to accept an OVERTIME assignment.

REQUEST FORMS MAY BE SUBMITTED BY FAX TO **(408) 241-3006**  
OR EMAILED TO: [PPFRONTDESK@SANTACLARACA.GOV](mailto:PPFRONTDESK@SANTACLARACA.GOV)



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### 2020 – 2021 Overtime Inspection/Plan Review Request Form

**Requests are due by Thursday at noon and are assigned on Fridays for the following week.** Please submit this form by email to: FPFRontDesk@santaclaraca.gov or by fax at (408) 241-3006. The **\$940.00** fee for an overtime inspection or plan review shall be collected once we have assigned the overtime. Please make sure to provide a phone number for payment under the **Responsible Party** section, as we will call to confirm once we are able to assign your inspection/plan review and to request payment. Cash, check, or credit card are acceptable forms of payment.

**Request for:** (please check one below): **Today's Date:** \_\_\_\_\_

- Overtime Inspection**
- Overtime Plan Review** (usually completed within 10 business days **upon assignment** to staff)

#### PROJECT INFORMATION:

<b>Date Requested</b> (inspections only):	<b>Amount of Time Requested</b> (inspections only):	<b>Fire Permit Number:</b> <b>FIR</b>
<b>Permit Type</b> (Fire Alarm, Fire Sprinkler, TCO, etc.):		<b>Project/Facility Name:</b>
<b>Street Address:</b>		<b>Suite or Unit Number:</b>
<b>Name of Job-site Contact</b> (inspections only):		<b>Cell Phone #</b> (job-site contact):

#### RESPONSIBLE PARTY INFORMATION:

<b>Company Name:</b>	<b>Office Phone Number:</b>	<b>Fax Number:</b>
<b>Primary Contact:</b>	<b>Cell #:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>City:</b>	<b>State:</b> <b>Zip:</b>
<b>Print Name:</b>	<b>Signature:</b>	

By signing I acknowledge the following:

- **Plan Review and Inspection** – The 3-hour time period, includes permit processing, drive-time, mark-up of plans, and the writing of the correction notices (as applicable).
- **Plan Review and Inspections** – Events taking longer than 3-hours will be charged at a rate of \$220.00 per/hour.
- **Plan Review and Inspection Cancellations** – Once scheduled, a cancellation fee of \$220.00 will be assessed.
- **Failure to Cancel Inspection** – Failure to cancel an inspection will result in a re-inspection fee of \$376.00 (w/o refund).
- **If you schedule an OVERTIME inspection** meant to take the place of a previously scheduled **REGULAR** inspection and fail to cancel said **REGULAR** inspection within 2 business days of its scheduled time, you may be subject to penalty fees.

#### OFFICE USE ONLY:

<b>Date Processed:</b>	<b>Processed By:</b>	<b>Date Assigned:</b>	<b>Time Assigned:</b>
<b>Payment Received:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card #: _____			<b>Date Received:</b>
<b>Assigned To:</b>		<b>Confirmed Date:</b>	<b>Confirmed Time:</b>

#### INSPECTOR/PLAN REVIEWER USE ONLY:

<b>Date:</b>	<b>Inspector/Reviewer Name:</b>	<b>Additional Time to be Billed (&gt; 3-hours):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Hours to be Billed:</b>
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