



**City of Santa Clara**

Building Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
www.santaclaraca.gov

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

**SERVICE REQUEST**

Please provide us with your contact information in case we have questions:

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

Your name: \_\_\_\_\_

Phone number and/or email address: \_\_\_\_\_

What is the street address of the property where service is requested:

**TYPE OF SERVICE:**

<b>Building Inspection - 408-615-2440</b>	<b>Planning - 408-615-2460</b>
<input type="checkbox"/> Construction work is being done (or has been done) possibly without a permit ___ Construction can be seen from the street ___ Construction <u>cannot</u> be seen from the street <u>Type of construction:</u> ___ Bathroom      ___ Kitchen ___ Room addition    ___ Electrical work ___ Plumbing work    ___ Heating (HVAC) ___ A storage shed or other building is being constructed that is larger than 120 square feet or taller than 12 feet ___ Other: _____ _____ _____	<input type="checkbox"/> Setback related (you feel a structure or other item is too close to your property line) ___ A fence is too close to a building or has been built on my property ___ A building is too close to another building or fence (add comments below) ___ A solid fence is higher than 6 feet (open lattice work is allowed up to 7 feet) ___ Plants: _____ _____ ___ Other item is too close: _____ _____
<input type="checkbox"/> Substandard rental housing: ___ Bed bugs    ___ Cockroaches ___ Mold from a plumbing or roof leak ___ Other: _____ _____ Project Sentinel: 408-720-9888	<input type="checkbox"/> A home business is possibly being run without a business license <input type="checkbox"/> Car canopy <input type="checkbox"/> Garbage and/or other items are being dumped on private property <input type="checkbox"/> Illegally posted signs <input type="checkbox"/> Garage conversion
<input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Other: _____ _____

**Additional Comments:**

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Santa Clara County Environmental Health - 408-918-3400 – Restaurants, lead, asbestos, etc.  
Santa Clara County Vector Control - 408-918-4770 – Mosquitoes, rodents (rats, squirrels, etc.)

**OFFICE USE ONLY**

Service request opened on \_\_\_\_\_ by \_\_\_\_\_ Request #: \_\_\_\_\_  
Date Initials

Service request not opened. Reason: \_\_\_\_\_

Contacted requestor on \_\_\_\_\_ by \_\_\_\_\_ via: \_\_\_email \_\_\_phone \_\_\_mail  
Date Initials