



**City of Santa Clara**

Building Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
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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

**BUILDING DIVISION THIRD PARTY STRUCTURAL REVIEW REQUEST**

PLAN CHECK NUMBER: BLD20 \_\_\_\_\_ Date of request: \_\_\_\_\_

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

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

A Third Party Structural Review may be used to perform a structural review for Building Division on a project containing major structural improvement/alteration.

Third Party Structural Plan Check Agency: \_\_\_\_\_

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

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

By signing this request, the applicant is confirming the knowledge of the following:

1. Third Party Review Agency only performs structural review for Building Division. All other City departments' approvals are still required prior to permit issuance.
2. Two additional sets of plans/documents are required for the 3<sup>rd</sup> party plan check agency.
3. When 3<sup>rd</sup> party plan check is completed, submit two sets of approved stamped plans/documents with the approval letter from the 3<sup>rd</sup> party agency to the Building Division for final review and processing prior to final Building Division approval. The processing may take five to fifteen working days.
4. The City is to receive the adjusted plan check fees. The applicant shall pay the 3<sup>rd</sup> party plan check agency for their service directly.
5. Any substantial changes to the project after issuance of building permit shall be submitted to the Building Division prior to review by the same third party plan check agency.

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