



## Plan Submittal Modification Form FY2025-2026

*Please note that there is a Plan Resubmittal Fee due for ALL resubmittals and revisions*

The information noted below is required to properly process your plan modification request. Without the information your submittal cannot be processed. You must submit your documents through our [Permitting Online Portal](#) ONLY. Documents cannot be accepted by any other means. Fees will be invoiced and must be paid through the [Permitting Online Portal](#) as well. Plan Review will NOT resume until the resubmittal fees have been paid. Please upload this form in addition to your resubmittal documents.

### Permit Information

Type of Submittal:      Revision                      Resubmittal                      Addendum  
Fire Department permit number (FIR #): \_\_\_\_\_  
Building Department permit number (if applicable – BLD#): \_\_\_\_\_

### Fire Department Revision/Resubmittal/Addendum Staff Request

Name of staff member requesting the modification: \_\_\_\_\_  
Date of Request (if known): \_\_\_\_\_

### Contact Information of individual available to discuss submittal

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Email: \_\_\_\_\_

### Summarize Scope of Work

Summarize the scope of work contained in this Revision, Resubmittal or Addendum  
*(please be as descriptive as possible)*

## Contact Information

Santa Clara Fire Department  
Community Risk Reduction Division  
1675 Lincoln St., Santa Clara CA 95050  
**Location:** 408-615-4970 | **Email:** [crrd@santaclaraca.gov](mailto:crrd@santaclaraca.gov)