Plan Submittal Modification Form FY2026-2027

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