



Transmittal Form for Building Permits

This form must accompany all paperwork and/or drawings submitted, along with a response letter or written narrative identifying the corrections and changes made for each trade.

For all resubmittals, a complete, revised set of drawings is required. Drawings must include an updated revision date, delta number, and all changes must be clouded.

Incomplete resubmittals will not be accepted.

BLD #:

Project Address:

Review Type For proper routing, please include the name of the plan reviewer and the submittal number (e.g., REV1, REV2, DEF1, DEF2, etc.).

Building Review

Assigned Reviewer:
Submittal number:

Structural Review

Assigned Reviewer:
Submittal number:

Fire Review

Assigned Reviewer:
Submittal number:

Planning Review

Assigned Reviewer:
Submittal number:

Electrical Review

Assigned Reviewer:
Submittal number:

Plumbing Review

Assigned Reviewer:
Submittal number:

Mechanical Review

Assigned Reviewer:
Submittal number:

Public Works Review

Assigned Reviewer:
Submittal number:

Water and Sewer Review

Assigned Reviewer:
Submittal number:

Stormwater Review

Assigned Reviewer:
Submittal number:

Silicon Valley Power Review

Assigned Reviewer:
Submittal number:

Solid Waste Review

Assigned Reviewer:
Submittal number:



Right-of-Way Landscape Review

Assigned Reviewer:

Submittal number:

Recycled Water Review

Assigned Reviewer:

Submittal number:

Environmental (Fats, Oil, Grease) Review

Assigned Reviewer:

Submittal number:

**Please Check Which Drawings and Supporting Documents
Being Submitted:**

Architectural Drawings

Structural Calculations

Structural Drawings

Shop Drawings

Mechanical Drawings

Revision Narrative

Electrical Drawings

Response Letter

Plumbing Drawings

Health Department

Civil

Soils Report

Landscape

Other

Note: This transmittal form is used to submit complete resubmittal/revision packets to Applications and Permits. Please use one transmittal form per BLD record number.

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov