



Phased Permit Review Request

Record Number:

Date of Request:

Building Address:

Type of Construction:

Proposed Work:

Type of Occupancy:

Phased permit is used to review plans and issue Building permits in stages. Other City departments' approvals are still required prior to partial permit issuance. The applicant shall coordinate the departmental approval, fees, back check, and paperwork in order to obtain the foundation/structural permit for construction. In the meantime, the other aspects of design and drawings can be developed and resubmitted to City for review and approval. An additional 25% of the original plan review fee is required for phased permit review request. Since additional fees and coordination is required, only major new/addition building projects can use this procedure.

To request a phased permit review, the applicant will complete the following information:

Building Plan Checker Name:

MEP Plan Checker Name:

Name of Applicant (print):

Telephone #:

Signature:

Email:

The applicant is authorized to sign the request and must fully understand the procedure. By signing the request, the applicant will take the responsibility for making any revisions or alternations necessary due to the subsequent plan reviews.

Approve By:

Disapproved By:

Contact Information

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

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