



Request For Overtime Plan Review

Project Address:

Date:

BLD #:

Select trade(s) for Overtime Plan Review

Building Mechanical Electrical Plumbing

This overtime plan review option is available for single-family, multi-family, and commercial projects, and is limited to Building, Electrical, Mechanical, and Plumbing reviews only.

Other departmental reviews—such as Silicon Valley Power (SVP), Planning, or Public Works—do not offer overtime plan review. Refer to the [Expedited Plan Review](#) webpage for eligibility.

To request an expedited review from the Community Risk Reduction Division (CRRD) please visit the [Fire OT Plan Review](#) webpage.

The overtime plan review procedure is intended to expedite the plan review turnaround time only. Please allow up to 10 days, from the date fees were paid, for overtime plan review to be completed.

Overtime requests will not be considered for projects requiring other departmental plan reviews.

- The review must be done after normal working hours.
- Approval is contingent upon the availability of a plans examiner.
- The request shall be authorized by the Building Official.

The project must meet the following conditions prior to an approval of overtime plan review:

- A permit number shall be assigned - application must be completed and the plan check fees must be paid.

- Complete project documents (architectural, structural and civil drawings as applicable, structural calculations, duly signed and stamped, and similar essential documents) must be submitted.

Statement by the Applicant:

I, the undersigned, agree to compensate the City of Santa Clara for overtime plan review at a minimum fee for the first two hours, and then an additional fee for each additional hour or fraction thereafter per trade (B-M-E-P) plus technology fee. Overtime plan review fees shall be paid prior to beginning the overtime plan review. Refer to the current [Municipal Fee Schedule](#).

I understand that overtime plan review applies only to Building, Mechanical, Electrical, and Plumbing reviews and does not include other departments.

I understand that even if Building, Mechanical, Electrical, and Plumbing review comments are completed earlier, I must wait until all required departmental reviews are finished before responding to any comments. All departmental requirements must be met before a permit can be issued.

Signature of Applicant:

Print Applicant Name:

Title of Applicant/Name of Company:

Date:

Email:

Phone:

Contact Information

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

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