City of Santa Clara
The Center of What's Possible

Building Division: 408-615-2440
Email: Building@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov

Expedited Service Request Form – Project Eligibility for Tenant Improvements

Applicant Information

- **Applicant Name:** _____
- **Company Name:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Project Address:** _____
- **Permit Application #:** _____

Eligibility Checklist *(Applicant must confirm all applicable requirements)*

1. Eligible Occupancy (Select One)

☐ **Group B** – Professional business office uses *(excluding medical/dental offices & clinics)*
☐ **Group B** – Offices associated with existing, approved R&D facilities, data centers, warehouses (S occupancy), or factories (F occupancy)

2. Eligible Scope of Work ***(All must be "Yes" to qualify)***

	Yes	No
a. Alteration area ≤ 20,000 sq. ft.	☐	☐
b. No change in occupancy or exiting configuration	☐	☐
c. Alteration is limited to a single floor	☐	☐
d. No increase in building square footage	☐	☐
e. No exterior site work* (See item 3-i below)	☐	☐
f. No major structural alterations	☐	☐

3. Ineligible Project Conditions ***(All must be "No" to qualify)***

	Yes	No
a. Located in FEMA Flood Zones A, AE, AH, or AO	☐	☐
b. Involves hazardous materials use/storage or Group H occupancy *(excluding battery/UPS rooms for eligible occupancies)*	☐	☐
c. Affects building's smoke control system	☐	☐
d. Involves high-piled combustible storage	☐	☐

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	Yes	No
e. Requires Combustible Dust or Process Hazard Analysis	☐	☐
f. Pending Alternate Means & Methods of Construction (AMMC)	☐	☐
g. Has unfulfilled conditions of approval (e.g., grading, street improvements, unresolved HazMat permits)	☐	☐
h. Pending Health Department or Environmental Services review	☐	☐
i. *Includes exterior site work or building exterior modifications *(except qualifying rooftop mechanical per below)*	☐	☐
i.1 ☐ Accessibility path of travel upgrades required by CBC 11B-202.4, completed with tenant improvement		
i.2 ☐ Rooftop mechanical equipment installations that do not require a Planning Permit		
j. Located within an easement prohibiting construction (all easements must be shown on site plan)	☐	☐
k. Subject to active code case or violation	☐	☐

4. Fees

The **expedited plan review fee** is **an additional 50% of the regular plan review fee** as outlined in the **City of Santa Clara Municipal Fee Schedule**.
The expedited plan review fee is in addition to all other applicable fees.

Acknowledgment & Certification

By signing below, I confirm that:

- I have reviewed and accurately completed this eligibility checklist.
- The project meets all eligibility requirements for expedited plan review service.
- I understand that misrepresentation of project details may result in revocation of expedited plan review service and additional plan review time.
- I acknowledge and agree to pay the expedited plan review fee as stated above.
- I understand that appointments must be confirmed at least one week in advance and are only offered on Wednesdays from 9:00-10:30 or 10:30-12:00, and on Thursdays from 1:00-2:30 or 2:30-4:00.

Applicant Name: _____
Signature: _____
Date: _____