



Expedited Service Request Form – Project Eligibility for Residential Projects

Application Information

Applicant Name

Company Name

Phone Number

Email Address

Project Address

Permit Application #

Eligibility Checklist

Applicant must confirm all applicable requirements.

Eligible Property Type (Select One)

- One-story single-family residence
- Detached accessory building/structure (≤ 500 sq. ft.)
- Pre-approved accessory dwelling unit (ADU)

Eligible Scope of Work (All must be checked to qualify.)

- First story addition is less than 500 sq. ft.
- Remodel is 750 sq. ft. or less
- Combined addition + remodel $\leq 1,000$ sq. ft. (addition portion < 500 sq. ft.)

- Detached accessory building/structure ≤ 500 sq. ft. (permit not required if <120 sq. ft.)
- Pre-approved ADU plans used (if ADU project)
- No major structural modifications

Ineligible Property Conditions (All must be checked to qualify.)

- Listed on the City's Historic Resources Inventory
- Located in FEMA Flood Zones A, AE, AH, or AO
- Subject to active code case or violation
- Located within an easement prohibiting construction (all easements must be shown on site plan)

Fees

The **expedited plan review fee is an additional 50% of the regular plan review fee** as established in the **City of Santa Clara [Municipal Fee Schedule](#)**. Projects submitted under the City's **Pre-Approved ADU Program** are **not subject to additional plan review fees**. Please note that the **expedited plan review fee is charged in addition to all other applicable permit and processing 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 residential plan review service.
- I understand that misrepresentation of project details may result in revocation of expedited review service and additional 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 a.m. or 10:30 a.m.-12:00 p.m., and on Thursdays from 1:00-2:30 p.m. or 2:30-4:00 p.m.

Applicant Name

Signature

Date

Contact Information

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

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