



FIRE DEPARTMENT SANTA CLARA COUNTY

(408)341-4420 www.sccfd.org

EXPEDITED PLAN REVIEW OR OVERTIME INSPECTION REQUEST FORM

Plan Review Request Inspection Request

Expedited Plan Review / Overtime Inspection Request Forms can be submitted in person at 16795 Lark Ave. Suite 200, Los Gatos, CA or by emailing to cfmo@sccfd.org (CFMO – for unincorporated) or prevention@sccfd.org (FP). Payment of fees associated with this request can be made at the appropriate office (see below). Cash, check or credit card authorizations are acceptable forms of payment.

Overtime Fee Rate (per hour) and Office Locations:

District cities/towns: \$120 / Campbell: \$233
16795 Lark Ave, Suite 200
Los Gatos, CA 95032 (408) 341-4420

Unincorporated: County Fire Marshal Office: \$215
70 W. Hedding Street, (East Wing – 7th Floor)
San Jose, CA 95110 (408) 299-5700

PERMIT HOLDER INFORMATION

Permittee (Contractor):

Address:

Email Address:

Primary Contact:

Phone Number:

PROJECT INFORMATION

Project/Facility Name:

Project/Facility Address (Numbers, Street, Suite/Unit and City / Town):

OVERTIME INSPECTION INFORMATION

Overtime Date Requested:

Requested Time:

Fire Plan Check Number (e.g. 17-1234 or 17-123):

Inspection Type (Fire Alarm, Fire Sprinkler, etc.):

Estimated Hours (Min. 1 hr.):

24 hour Battery Test:

Yes No

ACKNOWLEDGEMENT

By signing I acknowledge the following:

NOTE: Overtime is done on a voluntary basis. If accepted, there is a minimum 1-hour fee. Not all requests will be fulfilled.

Plan Review & Inspections -You will be notified within 2 business days with the status of your request.

Plan Review -We will notify you when completed. Permits / comments will not be released until all fees have been paid.

Inspections - If selected, we will notify you of fee amounts (travel time will apply). All fees shall be paid prior to the inspection.

Print Name:

Signature:

FIRE PREVENTION STAFF USE ONLY

Plan Due Date:

Assigned To:

Total Hours:

Amount Due:

Approved:

Yes No

Holiday Overtime rate for District cities and towns: \$150