



# SANTA CLARA COUNTY FIRE DEPARTMENT

1315 Dell Avenue, Campbell, CA 95008 | (408) 378-4010 | SCCFD.org

## OVERTIME INSPECTION & PLAN REVIEW REQUEST FORM

Plan Review Request

Inspection Request

Expedited Plan Review/Overtime Inspection Request Forms can be submitted in person at 1315 Dell Avenue, Campbell, CA 95008 or by emailing to [prevention@sccfd.org](mailto:prevention@sccfd.org) (FP) OR email to [cfmo@sccfd.org](mailto:cfmo@sccfd.org) (for unincorporated). 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: \$245  
1315 Dell Avenue  
Los Gatos, CA 95032 (408) 341-4420

Unincorporated: County Fire Marshal Office: \$215  
(408) 299-5700

**Holiday Overtime rate for District cities and towns: \$150 (not including Campbell)**

### 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

Fire Plan Check Number (e.g., 22-1234)

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 accepted by the inspectors on a voluntary basis. Acceptance is not guaranteed. A minimum 1-hour fee will be charged. Not all requests will be fulfilled.

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

Print Name:

Signature:

### FIRE PREVENTION STAFF USE ONLY

Plan Due Date:

Assigned To:

Total Hours:

Amount Due:

Inspection – Scheduled Date/Time: