



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 prevention@sccfd.org (FP) or email to 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: \$233
16795 Lark Ave, Suite 200
Los Gatos, CA 95032 (408) 341-4420

Unincorporated: County Fire Marshal Office: \$215
(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

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:

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