



## Damage Survey Request Form

Before permits can be issued for the repair or reconstruction of fire/vehicle damaged structures, an on-site Damage Survey must be made to determine the extent of the necessary plans and permits required to be submitted for a reconstruction permit application.

Inspection Area: \_\_\_\_\_

Survey Address (es): \_\_\_\_\_ Unit #: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

1. A survey request may be paid by mail or in person. To process by mail send this request to the City of San Jose Building Division, (attention permit center receptionist) 200 East Santa Clara St, San Jose, CA 95113-1905.
2. Submit payment of \$195.80 (\$178.00 Survey fee and \$17.80 Record Retention fee) check or money order. All forms of payment shall be made "Payable to the City of San Jose".
3. If payment is mailed, the applicant will be called when cash receipt is processed and given a folder #. The folder # will serve as the applicants authorization to request a survey inspection.
4. The survey must be scheduled at least one working day before the survey is desired. To request the survey, the applicant must call (408) 535-3555. Be sure to have the address and folder number ready.
5. A copy of the survey results will be left at the damage site, an additional copy will be available late afternoon on the following working day after a Survey has been completed. If the job site original is misplaced you may obtain a copy of the survey by contacting the Building Division at (408) 535-3555

For general information, questions or comments regarding "Damage Surveys", call the San Jose Building Division, at (408) 535-3555.

### **Electrical or Gas Service Reconnect**

If no repair work to the electrical or gas systems are required the meters may be released by the inspector performing the Damage Survey. If repair work is required and you would like PG&E to reconnect power prior to completion of repairs, an electrical service survey permit or a gas retest permit must be obtained. These survey inspections will verify that the damaged portion of the electrical system or gas system has been disconnected, as has the portion of the system serving the area that will be repaired. The fee associated with each survey permit is the Division's current minimum permit fee. After obtaining these permits, the necessary clean up work can commence and an inspection can be requested. When calling for this inspection, the applicant must alert the operator to schedule the survey with a Supervising Electrical or Mechanical Inspector.

**Note: A service survey permit authorizes work to clean up the hazardous conditions and to have a meter reinstalled. Any repair work associated with reconstruction must be done under the issuance of a separate permit.**