

# PERMIT ADJUSTMENT APPLICATION

A Permit Adjustment may be issued for scopes of work that are in accordance with the provisions of San José Municipal Code, [Section 20.100.500](#).

**Note for Wireless Facilities** - If your permit adjustment is for a wireless facility, use this application form but please submit the application by emailing it to [PlanningTechs@sanjoseca.gov](mailto:PlanningTechs@sanjoseca.gov). All other types of projects must follow the How to Submit instructions below.

**FOR QUESTIONS** - Speak with a City Planner at 408-535-3555 during these [phone service hours](#).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với người lập kế hoạch thành phố tại **408-793-4174**.

## INSTRUCTIONS

As directed by a City Planner, use this form to apply for a Permit Adjustment.

## APPLICATION PACKAGE

### FEES

An invoice for application fees will be provided after you submit the required items on the application necessary to provide staff with an accurate calculation of fees. The application is considered rejected until those items required for the application fees are provided and fees are paid pursuant to San José [Municipal Code Section 20.100.120](#). See the [Planning Fee Schedule](#) for fees. Initial fees and payment methods are listed at [www.sanjoseca.gov/PlanningApplications](http://www.sanjoseca.gov/PlanningApplications). Review of your submittal will not begin until initial fees are paid. Full fees must be paid within 14 days of receiving the invoice.

For a Permit Adjustment, fees are based on hourly rates as outlined in the [Planning Fee Schedule](#).

A minor adjustment covers 1.25 hours of planning review time and a major adjustment covers 3 hours of review time. Additional fees may be incurred for every additional 1/4 hour worked to review the adjustment.

## HOW TO SUBMIT

Except for Wireless Facility projects (see gray box above), this application is accepted by appointment only.

**Virtual or In-Person Appointment:** Go to [www.sanjoseca.gov/PlanningAppointments](http://www.sanjoseca.gov/PlanningAppointments) and scroll to the applications table to find the Permit Adjustment Application. Choose either the virtual or in-person scheduling link.

- If virtual, have all documents and photos saved as PDF files and be ready to email these during the appointment.
- If in-person, come to the City Hall Permit Center, first floor, and bring the application package. Please bring two 11"x17" plan sets or come prepared to e-mail your electronic plans to a City Planner during your appointment.

*continued >*

**WHAT TO SUBMIT**

Provide an application package that includes:

- PERMIT ADJUSTMENT APPLICATION (this form, fully filled out and signed)
- PHOTOGRAPHS - Provide photos of existing building and/or project site.
- SITE PLANS - Draw site plans to scale. Label all sheets as "Site Plan" and date and number each sheet in a block in the lower right corner. Find an example Site Plan at the [Illustrative Diagrams webpage](#). Provide the following on separate sheets as needed:
  - Property dimensions, lot lines, existing/proposed driveways, and streets adjoining the subject property.
  - Identify the location of any private or public easements on-site. Easements are identified on the title reports/grant deeds for properties. Public easements can also be researched on a site's tract map, which may be available on the [County Surveyor Record Index](#).
  - Existing/proposed buildings and structures and any proposed building removal.
  - Dimensions of existing and proposed setbacks.
  - Existing/proposed off-street parking, bicycle parking, circulation, loading, and landscape areas.
  - Existing trees to be removed. Show circumference of the tree at 4.5 feet above ground level and distances from existing/proposed structures and from other trees on the site. Identify any replacement trees to be planted on-site, including their size, species, and location. Depending on the tree's size and zoning of the project site, tree removal may require a [Tree Removal Permit](#).
- DRAWINGS - Draw to scale and depict the proposed project with all dimensions. Include as appropriate:
  - Floor Plan
  - Elevations
  - Sign Details
  - Construction Details
- STORMWATER CONTROL PLAN - Required for projects that create, replace or expand impervious surface by 5,000 square feet or more. See the [STORMWATER EVALUATION FORM](#).
- U.S. Department of Housing and Urban Development documentation, if the project involves HUD funding.

Staff will assign FILE #

Please download and save this computer-fillable form to your computer. Follow instructions for Digital Forms.

**1. PROPERTY INFORMATION** FIND APN AT [WWW.SCCASSESSOR.ORG](http://WWW.SCCASSESSOR.ORG)

APN/S USE A COMMA BETWEEN MULTIPLE NUMBERS:

PROJECT ADDRESS/LOCATION:

**2. PROJECT DESCRIPTION**

2.a. DESCRIBE THE PROPOSED MINOR CHANGE APPROVAL IS LIMITED TO THIS DESCRIPTION:

2.b. DOES OR WILL THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE?  NO  YES

If yes, please provide the information below and include HUD documentation with this application.

TYPE OF FUNDING (CDGB grant, Home Investment Partnership program, Section 108 loan guarantee, etc.)

FUNDING AMOUNT:

STATUS (AWARDED, PENDING, ETC.):

FISCAL YEAR OF AWARD OR APPLICATION:

**3. PROPERTY OWNER INFORMATION** \*REQUIRED

PROPERTY OWNER:

CONTACT NAME IF PROPERTY OWNER IS AN GROUP/TRUST/CORP RATHER THAN A SINGLE PERSON:

MAILING ADDRESS:

PHONE:

EMAIL:

**4. APPLICATION CONTACT PERSON** PLEASE WRITE "SAME" IF SAME AS ABOVE

APPLICANT/CONTACT NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

**5. APPLICATION SIGNATURE** REQUIRED

**DECLARATION under penalty of perjury:** I agree to maintain and operate the subject project of this application in full conformance with all requirements and standards specified by San José Municipal Code Title 20.

SIGNATURE OF PROPERTY OWNER OR OTHER ALLOWABLE SIGNATORY PER SJMC 20.100.110

DATE [MM/DD/YYYY]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by [San José Municipal Code Section 20.100.110](#).