

HOW TO EXTEND A PLAN REVIEW SUBMITTAL

REFERENCE

San José Municipal Code
24.02.350 and 24.02.355

WHY is there an expiration date for the plan review submittal period?

The review period for submitted plans cannot be open indefinitely because state and local building codes evolve over time. Plans can therefore become outdated and no longer legally applicable. This is why a building permit must be obtained within the plan review submittal period of 180 days from the date of submittal.

Development Services Permit Center

San José City Hall
200 E. Santa Clara St.
San José, CA 95113
408-535-3555

[www.sanjoseca.gov/
building](http://www.sanjoseca.gov/building)

All plan review submittals expire and become void if the application is suspended or abandoned for 180 days after the plan review has commenced. The associated building permit must be paid for and picked up before this expiration date. If the applicant wants to continue with the project after this expiration, new plans must be submitted for review of conformance to building codes that may have changed, and plan review fees will apply.

To avoid this expiration, within 180 days of the date of plan submittal, you need to either:

- Pay for and pick up the building permit, or
- Apply for and receive approval for an extended plan review submittal.

TO EXTEND A PLAN REVIEW SUBMITTAL

The process for extending a plan review submittal along with common questions are below:

How do I request a plan review submittal extension? Contact the Permit Center at 408-535-3555 or by email at buildingpermits@sanjoseca.gov and ask for assistance with a plan review extension. Approval of the extension is at the sole discretion of the Chief Building Official and the decision may not be appealed. If approved, another 180 days will be added to the original expiration date.

How do I request a second plan review submittal extension? Generally, only one extension is allowed. The Chief Building Official has discretion to approve a second extension of not more than 360 days if the applicant demonstrates that circumstances have prevented action from being taken. The Building Official may require that additional fees be paid and/or that plans be revised to comply with current codes. A Letter of Request is required for a second extension; see the example on page 2. Email the CBO Letter of Request to buildingpermits@sanjoseca.gov.

How are multi-building projects handled? If a permit has been issued for at least one building in a multi-building project, the plan review approval is valid for 180 days from the latest permit issuance date or approved inspection. If a second extension is needed, the procedure discussed above applies.

What if a foundation permit has been issued? If a foundation permit has been issued, then all subsequent building or sub-trade permits under the same application must be paid for and picked up before the foundation permit expires.

What if building codes change during the extension period? Permits are based on the codes that are current at the time the project plans are approved. Plan submittals must be updated to meet changes to state building codes only when the extension is granted two or more code cycles after the application date.

Example Letter for Requesting a Second Extension

[If a company, use company letterhead]

Date

Chief Building Official
City of San José - Building Division
200 E. Santa Clara St. - Floor 1
San José, CA 95113

ATTN: Permit Center Supervisor

Regarding:

| |
|---------------------------|
| Name of Project/Business: |
|---------------------------|

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|------------------|
| Project Address: |
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| Building Permit # or Plan Check #: |
|------------------------------------|

I would like to request a Plan Review Submittal extension for the above project. Reasons beyond our control for the delay include *[state reason/s]* .

Thank you for your consideration,

Respectfully,

SIGNATURE

Your Name

Title *if applicable*

Business Name *if applicable*

Phone number

Email address