

# DAMAGE SURVEY REQUEST FORM

For properties damaged by flooding, fire, vehicles, or other catastrophes, the property owner or authorized contractor may receive expedited plan review and inspections by arranging for a City Inspector to conduct a Damage Survey. This is optional but benefits you as inspections and plan review will be given scheduling priority.

The City Inspector will create a report that outlines the required permits for repairing the damaged property and, if needed, inform you of the steps to reconnect utility meters. The City Inspector will leave a copy of the Damage Survey Report at the property site. The report can also be found at [SJPermits.org](https://sjpermits.org) by the next business day afternoon following the inspection. It will post to the property's address information.

If your property is nonresidential, please also read [Bulletin 292-Utility Meters: How to Get or Replace a Meter](#).

## HOW TO ARRANGE FOR A DAMAGE SURVEY

1. Go to [SJPermits.org](https://sjpermits.org), set up an account, and apply for the Damage Survey online. For help, see SJPermits [User Guides](#). Pay the fee online by eCheck or credit card and download the permit/survey information.
2. IMPORTANT: To schedule a City Inspector to perform the Damage Survey, call 408-535-3555 and you will be given priority scheduling. Do not use the online inspection scheduling feature of SJPermits.

**IF YOU DO NOT HAVE COMPUTER ACCESS** - Using [SJPermits](https://sjpermits.org) is the fastest way to file a Damage Survey Request. If that's not possible, follow these steps:

1. Complete this form and bring it to the Permit Center, or mail it with a payment check to:  
San José City Hall Permit Center, 1st Floor  
200 E. Santa Clara Street  
San José, CA 95113
2. City staff will provide you with an IR Folder Number that authorizes you to request a survey inspection.
3. Call 408-535-3555 to schedule the inspection. Be ready to provide the IR Folder Number and property address.

## FEES

*Filing online at SJPermits:* \$402 (includes \$315 inspection fee, \$56 processing fee, and \$31 record retention fee)

*Filing at Permit Center or by mail:* \$459 (includes \$315 inspection fee, \$113 processing fee, and \$31 record retention fee). The higher fee is due to increased staff time. For methods of payment, see [www.sanjoseca.gov/BuildingFees](https://www.sanjoseca.gov/BuildingFees).

This is a computer-fillable PDF form. Follow instructions for [Digital Forms](#). Or please print clearly.

CITY STAFF WILL ASSIGN IR FOLDER #:

CONTACT PERSON'S NAME:

CONTACT PERSON'S PHONE:

EMAIL:

ADDRESS OF PROPERTY:

TYPE OF PROPERTY CHECK ONE:  Single-Family  Multifamily  Commercial/Industrial

TYPE OF DAMAGE CHECK ONE:  Fire  Water  Auto  Other: