



CITY OF SAN JOSÉ, CALIFORNIA
Building Division

Investigation Survey Request Form
To Continue Construction on an Expired Permit

Before permits can be issued to continue construction on an expired permit, all inspection records and approved plans must be made available and an on-site Investigation Survey must be made to determine the extent of revised plans necessary, the amount of non-inspected work remaining and inspections required to complete construction. It is advisable to request a permit search by City staff to ensure all available records are obtained. All new work and permits issued to complete construction will be subject to current code requirements. Work completed under the original permit but not inspected will be subject to the codes applicable for the original construction.

Survey Address (es): _____ Unit #: _____

Expired Permit Number(s) _____

Requested by: _____ Phone No. _____

Contact Person: _____ Phone No. _____

1. A survey request may be made by mail or in person. To process by mail send this request to the City of San Jose Building Division, (Attention: Permit Center) 200 East Santa Clara Street, San Jose, CA 95113.
2. Make payment in the form of a check, credit card, 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 receipt.
- 4. The area supervisor will contact you within 72 hours to schedule appointment to review the structure and records.**
5. A responsible party and all available records must be at the site when the supervisor arrives.
6. A copy of the survey results will be left at the 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 missing you may obtain a copy of the survey by contacting the Building Division at (408) 535-3555

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

Permit to Final Only

If construction has been completed, all inspections other than final inspection have been approved and the original approved plan set is available, no Investigation Survey is required. A permit to final construction can be issued for all applicable trades with an initial assessed fee of one hour of inspection time for each inspection visit required. The initial inspection fee provides one inspection only. If the project can not be finalized based on the initial inspection, additional fees will be assessed to cover the cost of required inspections to final.