



STI/ITI PLAN REVIEW APPOINTMENT FORM

Planning, Building and Code Enforcement

To schedule an appointment to begin the process for a preliminary review or plan review of a Special Tenant Improvement (STI) project or Industrial Tool Installation (ITI), you must complete this form. Find information for the STI/ITI permit service at the [STI/ITI Expedited Plan Review Service](#) webpage. Please note:

- All design professionals responsible for the plans must be available for pre-submittal and plan review meetings.
- Any Health Department and/or Wastewater approvals are required prior to permit issuance.

INSTRUCTIONS: Complete this form, save it as a PDF, and email it to: Targeted.Review@sanjoseca.gov

1. PROPERTY & PROJECT INFORMATION

PROPERTY ADDRESS: _____

APN/S (USE COMMA BETWEEN NUMBERS): _____

PROJECT NAME: _____ TENANT'S NAME: _____

APPLICANT'S ADDRESS: _____ FIRM NAME: _____

PROPERTY OWNER'S NAME: _____ PHONE: _____ EMAIL: _____

Briefly describe Scope of Work: _____

SPECIFIC USE:	# OF STORIES		
FLOOR AREA (SQ FT)	EXISTING:	PROPOSED:	NEW TOTAL:
WORK AREA (SQ FT):	OCCUPANCY GROUP:	TYPE OF CONSTRUCTION:	
(a) Does Scope of Work include exterior changes including, but not limited to, rooftop units or enclosures? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(b) Will this project affect hazardous materials/chemical storage or use on this site? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(c) Building has: Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No Heating: <input type="checkbox"/> Yes <input type="checkbox"/> No Cooling: <input type="checkbox"/> Yes <input type="checkbox"/> No			
(d) Reviews required: <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Fire <input type="checkbox"/> HZ <input type="checkbox"/> Planning <input type="checkbox"/> Public Works			

2. CONTACT INFORMATION

	NAME	PHONE #	EMAIL
APPLICANT			
BUILDING			
PLUMBING			
MECHANICAL			
ELECTRICAL			
FIRE			
HAZARDOUS MATERIALS			

OFFICE USE ONLY: APPOINTMENT DAY & TIME:	PC #
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