

# HOW TO REQUEST A CHANGE IN INFORMATION

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A permit or plan check filed for review by the City contains a wide range of information and applicants may have reason to change the information after submittal. This bulletin outlines how to request a change to project information, such as contact information, or to update the applicant on file for your permit.

## TO SUBMIT A REQUEST TO CHANGE INFORMATION

**Write a letter that outlines the request.** Please mimic the letter template below as you write your own letter.

**If you are requesting to update the permit information such as applicant or contractor, please provide:**

- An updated Building Permit Application Form #310
- If you are updating this permit as an “Owner-Builder” permit, please also complete Owner-Builder Acknowledgement and Verification of Information Form #311

Options for submitting the letter:

- Visit the Permit Center at City Hall to submit the letter during normal business hours:  
Walk-in permit center hours:  
Monday, Tuesday, Thursday, and Friday: 8AM to 11AM, and 1PM to 3PM  
Wednesday: 9AM to 11AM, and 1PM to 3PM

**If you are requesting to update the ePlan Applicant for your SJePlans project,** please submit a formal written letter that outlines the request.

- The letter should mimic the letter template below and include information such as the project address and plan check number.
- Include the reasons for the change, who is being removed as ePlan Applicant, who is being added as the new ePlan Applicant and that the owner has been informed and approves of this change.
- Once completed, please forward your letter to [BuildingPermits@sanjoseca.gov](mailto:BuildingPermits@sanjoseca.gov)

*[If a company, use company letterhead]*

Date

Permit Center Supervisor  
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:
Project Address:
Building Permit # or Plan Check #:

I would like to request a \_\_\_ *[state your request to change information about a project, providing any necessary details]* \_\_\_\_\_.

Sincerely,

*SIGNATURE*

Your Name  
Title *if applicable*  
Business Name *if applicable*  
Phone number  
Email address