



**Over The Counter Plan Review Appointment**  
**Requirements For Local AHJ Site Review**  
**(Form 810 Sign Off)**

EFFECTIVE DATE: April 11, 2014

**Over the counter site review** is for projects located within San Jose which are under non-local jurisdiction. The jurisdiction having authority over the project requires signoff from the local AHJ for response-related items such as access, water supply, and building features used by SJFD. These projects may include, but are not limited to, jurisdiction by Division of the State Architect, Office of the State Fire Marshal, or The County of Santa Clara.

The fee for this service is \$309 which includes an hour review and a follow up resubmittal appointment if needed. Additional fees may be billed for additional plan review time (one hour minimum at a rate of \$103 per half-hour). Fees must be paid prior to plan review. Missed appointments or cancellations within 24 hours of the scheduled plan review time shall forfeit the plan review fee.

1. To schedule an appointment please **EMAIL** - [Jose.Federico@sanjoseca.gov](mailto:Jose.Federico@sanjoseca.gov), [David.C.Johnson@sanjoseca.gov](mailto:David.C.Johnson@sanjoseca.gov), and [yoav.shernock@sanjoseca.gov](mailto:yoav.shernock@sanjoseca.gov). Please include all three when emailing a request.
2. Appointments cannot be processed without the information indicated by directives a. through d. below.
  - a. Name of Applicant/Firm Name and Phone Number
  - b. Name of School or Project
  - c. **Valid** Address (Permit Specialist notifies applicant if address is invalid. If so, applicant needs to contact Annie Esget in the Building Department @ 408-535-7653 to achieve a valid address).
  - d. Preferred date and time of review

**If any of these items are missing your request will not be processed.**

3. Once your information has been processed, you will be sent an invoice and contacted by a SJFD engineer to agree upon an appointment date and time.
4. Multiple projects may be scheduled for back-to-back appointments. However a unique project number and invoice will be created for each project.
5. On the day of the scheduled appointment, if the invoice is unpaid please arrive 30 minutes early and proceed to the cashier counter on the 1<sup>st</sup> floor of City Hall. Once the invoice is paid go to the 2<sup>nd</sup> floor and use the lobby phone to contact the engineer performing the plan review.
6. Please bring enough copies of full size plans such that SJFD may retain 1 copy for record retention.