



Planning, Building and Code Enforcement

Damage Survey Request Form

Owners of properties that have been damaged by fire or vehicles must begin the repair process by arranging for a City Inspector to conduct a Damage Survey. The City Inspector will determine the necessary plans and permits required for reconstruction, and will assess any damage and steps needed to reconnect or reinstall utility meters. If your property is non-residential, please also read our bulletin [Utility Meters: How to Get or Replace a Meter](#).

DAMAGE SURVEY REQUEST FORM

Print clearly OR use your computer to complete the online PDF of this form.

CITY STAFF WILL ASSIGN NUMBER	IR FOLDER #:	
CONTACT PERSON'S NAME:		
CONTACT PERSON'S PHONE:		
ADDRESS OF PROPERTY TO BE SURVEYED:		
TYPE OF PROPERTY CHECK ONE: <input type="checkbox"/> Single-Family <input type="checkbox"/> Multifamily <input type="checkbox"/> Commercial/Industrial		

DAMAGE SURVEY FEE

The fee is \$298.

Make check or money order payable to the "City of San José."

HOW TO ARRANGE FOR A DAMAGE SURVEY

Step 1. Submit this form with payment of \$298.00 in person to:

San José Permit Center
San José City Hall
200 E. Santa Clara Street
San José, CA 95113

City staff will assign you an **IR Folder Number** that authorizes you to request a survey inspection.

Step 2. Schedule the Damage Survey

- Call 408-535-3555 to schedule the Damage Survey. Provide the IR Folder Number and property address.
- The soonest possible appointment is one full business day from the time of your call.

WHAT TO EXPECT FROM THE DAMAGE SURVEY

- A City Inspector will leave a copy of the Damage Survey report at the property site. The report will outline the plans and permits needed to proceed with repairing the damaged property.
- An additional copy will be on file at the Permit Center the following business day after 2:00 p.m. If the job site original survey report is misplaced or you need another copy for other reasons, you may obtain a copy of the survey by contacting the Permit Center.

San José Permit Center

San José City Hall
200 E. Santa Clara St.
San José, CA 95113
408-535-3555

www.sanjoseca.gov/building