



Planning, Building and Code Enforcement

STAR SERVICE - PROJECT ELIGIBILITY REVIEW REQUEST

Applicants seeking to use the [Streamlined Tenant Alteration Review \(STAR\) Service](#) must first complete this form to enable staff to verify the project's eligibility for the service. Find eligibility criteria at the STAR Program webpage at <https://bit.ly/SJStarService>. For projects found eligible, all design professionals who are responsible for the plans must attend the project review meeting in person; otherwise, the meeting will be canceled, and you will need to reschedule to move the project forward.

INSTRUCTIONS

- Download and save this computer-fillable form to your computer. For help, please see [Digital Forms and Signatures](#).
- After completing this form, the [Building Occupancy Classif. Inventory Form](#), and the [Energy Storage System \(ESS\) Form](#), email them to: Targeted.Review@sanjoseca.gov.

1. PROPERTY INFORMATION

PROJECT ADDRESS:

BUILDING OCCUPANCY GROUP: # OF STORIES: SPECIFIC USE:

Is the property a) Located in a flood zone? Yes No b) Located in a geohazard zone? Yes No

Find this information at SJPermits.org

2. PROPERTY OWNER & TENANT INFORMATION

PROPERTY OWNER:	COMPANY NAME:	CONTACT PERSON:
	PHONE:	EMAIL:
TENANT:	COMPANY NAME:	CONTACT PERSON:
	PHONE:	EMAIL:

3. PROJECT INFORMATION & ELIGIBILITY CHECKLIST

3.a. DETAILED SCOPE OF WORK

EXISTING FLOOR AREA (sq. ft.):		ALTERATION AREA (sq. ft.):	
PROPOSED FLOOR AREA (sq. ft.):		# OF FLOORS TO BE ALTERED:	
NEW TOTAL FLOOR AREA (sq. ft.):			

continued >

