

DAMAGE SURVEY REQUEST FORM

For properties damaged by flooding, fire, vehicles, or other catastrophes, obtaining a damage survey provides multiple benefits such as expedited plan review and inspections, waiver of construction taxes, and other benefits. Please visit [Damage Repair Projects](#) for details on benefits and the damage survey report and process.

INSTRUCTIONS - TO OBTAIN A DAMAGE SURVEY

1. Go to [SJPermits.org](#), set up an account, and apply and pay for a damage survey:
 - Use the Application Wizard to guide you to the process for applying for a Damage Survey.
 - Pay the fee online by eCheck or credit card.
 - For help with SJPermits, view [Help for SJPermits & SjePlans](#).
2. Schedule a City Inspector to perform the Damage Survey - Call the Permit Center at 408-535-3555. It is by calling that you are given prioritization; do not use the online inspection scheduling feature of SJPermits.

IF YOU DO NOT HAVE COMPUTER ACCESS - Follow these steps:

1. Bring this completed form to the Permit Center or mail it with a payment check to:
San José City Hall Permit Center, 1st Floor
200 E. Santa Clara Street
San José, CA 95113
2. City staff will provide you with an IR Folder Number that authorizes you to request a survey inspection.
3. Call 408-535-3555 to schedule the inspection. Be ready to provide the IR Folder Number and property address.

FEES

If filing at SJPermits: \$402 (includes \$315 inspection fee, \$56 processing fee, and \$31 record retention fee)

If filing in-person or by mail: \$459 (includes \$315 inspection fee, \$113 processing fee, and \$31 record retention fee).

The higher fee is due to increased staff time. For methods of payment, see www.sanjoseca.gov/BuildingFees.

This is a computer-fillable PDF form. Follow instructions for [Digital Forms](#). Or please print clearly.

CITY STAFF WILL ASSIGN IR FOLDER #:

CONTACT PERSON'S NAME:

CONTACT PERSON'S PHONE:

EMAIL:

ADDRESS OF PROPERTY:

TYPE OF PROPERTY CHECK ONE: Single-Family Multifamily Commercial/Industrial

TYPE OF DAMAGE CHECK ONE: Fire Water Auto Other: