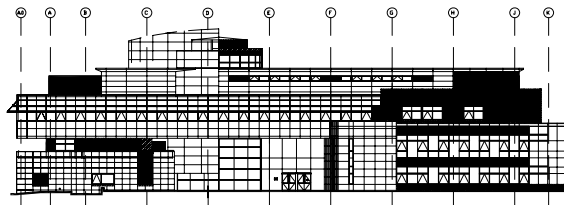


## Building & Safety

# CITY OF MILPITAS



# Building Permits General Information



### Contact (408) 586-3240

Milpitas Building & Safety Division.  
455 E. Calaveras Blvd.  
Milpitas, CA. 95035  
Phone: (408) 586-3240  
Fax: (408) 586-3285

### Goal & Objective

The goal of the Building and Safety Division is:

- To protect the lives and safety of the residents, businesses and visitors to Milpitas.
- Preserve the City's quality of life.
- Contribute to the City's economic development.

This is accomplished through implementation of the State and local laws and regulations for construction and maintenance of commercial, industrial, and residential buildings.

### Fees

To obtain a copy of the Building Permit fee Schedule, or if you have any questions on Building Permit fees please contact the Permit Center at (408) 586-3240. A copy of fee schedule may be downloaded from City Of Milpitas Web site at [http://www.ci.milpitas.ca.gov/\\_pdfs/bld\\_fee\\_schedule.pdf](http://www.ci.milpitas.ca.gov/_pdfs/bld_fee_schedule.pdf)

### APPLICABLE CODES

California Building Code (CBC)	2010
California Electrical Code (CEC)	2010
California Mechanical Code (CMC)	2010
California Plumbing Code (CPC)	2010
California Energy Code	2010
California Fire Code (CFC)	2010
Milpitas Municipal Code (MMC)	2011

### Building Permit is Not Required

Building Permit is not required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 sq ft.
2. Wood fences not over 6 feet high or masonry and concrete fences not over 4 feet high.
3. Non-fixed and moveable fixtures, cases, racks, counters, storage shelves and partitions not over 5 feet 9 inches high.
4. Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III A liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
6. Platforms, walks, and driveways not more than 30 inches above grade and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television, and theatre stage sets and scenery.
9. Window awnings supported by an exterior wall of Group R, Division 3, and Group U Occupancies when projecting not more than 54 inches from exterior wall and do not require additional support of group R-3 or U Occupancies.
10. Oil Derricks.
11. Swings and other playground equipment accessory to detached one and two-family dwellings.
12. Prefabricated swimming pools which do not exceed 24 inches in height accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above adjacent grade and if the capacity does not exceed 5000 gallons.

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MILPITAS, CA 95035

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ALSO VISIT OUR WEBSITE AT:

[www.ci.milpitas.ca.gov/government/building/default.asp](http://www.ci.milpitas.ca.gov/government/building/default.asp)

## Permit Types

- **Building Permit- Life Safety**

Building permit applications are required for new construction, remodeling and tenant improvements for both commercial and residential projects. Construction plans and documents are reviewed for compliance with applicable State and local laws and regulations.

- **Mechanical Permit**

Mechanical permits are required for installation or replacement of mechanical equipment, such as furnaces, air conditioning units, hoods, boilers and others.

- **Plumbing Permits**

Plumbing permits are required for installation or replacement of plumbing fixtures such as sewer, water and gas lines, water heaters, sinks, water closets and others.

- **Electrical Permits**

Electrical permits are required for electrical equipment and electrical installations associated with other equipment, such as outlets, lighting fixtures, electrical wiring, electrical panels and services, signs and others.

- **Special Permits**

In addition to above listed permits special permits are required for such activities as demolition, occupancy certifications, installation of signs, mobile homes, pools and spas. In some cases permits may be required from outside agencies such as Santa Clara Health Department, Water Pollution Control Plant, Bay Area Air Quality District, PG&E and others.

- **Temporary Building Permits**

Temporary Building permits are optional and available for nonstructural interior alterations only. These permits are issued at applicants request within one to two business days when it is determined that there are no major life-safety concerns with the project.

## Inspections Services

- **Building Inspections**

As your construction project progresses, inspections by City of Milpitas Building inspectors are required. Inspections are requested and scheduled by calling the Inspection Request Line, which is open 24 hours each day.

**The telephone number of the Inspection Request Line is: (408) 586-2797.**

- **After-Hours Inspections**

With prior notice and agreement Building inspections may be scheduled for after-hours and on weekends. Fees for these services are in addition to standard inspection fees.

Contact Permit Center for additional information and/or questions on after-hours and weekend inspections.

## Plan Check Services

- **Standard Plan Check Process**

Building and Safety Division provides in-house plan check services to review submitted documents for compliance with current State and local laws and regulations. These services are offered five days a week from 8:00 am to 5pm. Turnaround time for such submittals varies depending on the complexity of the project. For turnaround time schedule contact us at (408) 586-3240.

- **Over-the-Counter Plan Check Process**

Building and Safety Division provides Over-the-Counter plan check services for some qualifying projects, such as minor tenant improvements, additions, remodels, etc. To find out if building permit application qualifies for over-the-counter review contact us at (408) 586-3240. These services are offered:

Monday, Wednesday, Thursday and Friday	8:30am - 4:00 pm.
Tuesday	10:00am -4:00 pm.

- **Plan Check by Appointment Services**

Building and Safety Division provides Plan Check by Appointment services for wider range of the projects currently qualifying for "over-the-counter" review.

To find out about these services, and if building permit application qualifies for Plan Check by Appointment review, contact us at (408) 586-3240.

These services are offered in the afternoon and by appointments only.

- **After-Hours Plan Check Services**

Building and Safety Division provides overtime plan check services at the request of applicants to expedite standard plan check process. These services are paid by applicant in addition to standard plan check fees. For fees and how to request overtime plan check services contact us at (408) 586-3240 or visit our website for fees schedule.

- **Fast-Track Plan Check Services**

Building and Safety Division provides an option for the applicants to have their plans reviewed by approved outside plan check agencies. Fees for these services are paid by applicant directly to the agency. These fees are established by the agency and are paid in addition to standard plan check fees. Note that outside plan check agencies provide review only for compliance of the State and local laws and regulations as enforced by Building and Safety Division. For the list of approved outside plan check agencies and to find out how to apply these services contact us at (408) 586-3240 or visit our website.

- **Special Plan Check Services**

In addition to above listed Plan Check Services City staff provides such services as Pre-Submittal meetings, review of building permit submittal applications for completion, and Design Review meetings. For additional information about these special services and to schedule a meeting with City staff contact us at (408) 586-3240.