CITY OF MILPITAS
455 E. CALAVERAS BLVD.
MILPITAS, CA 95035
408-586-3240
www.ci.milpitas.ca.gov

PRE-SUBMITTAL & INFORMATION PROJECT MEETING

Dear applicant, please provide the information requested below. Provide Company name, address, contact information, scope of project and other relevant information that discloses the proposed project. The objective is to disclose and provide as much information as possible in reference to the proposed scope of work so that the City, in return, can provide detailed information on construction permit application process.

APPLICANT INFORMATION   **DATE:**

Company Name (applicant):			
Address (applicant):			
Phone No.:		Fax No.:	
Contact Person:		Contact Person:	
Office Ph. No.:		Office Ph. No.:	
Cell Ph. No.:		Cell Ph. No.:	
E-mail:		E-Mail:	
Fax No.:		Fax No.:	

PROPOSED PROJECT LOCATION

Company Name (Project):	
Address (Project):	

PROJECT INFORMATION (please check all applicable items)

Existing Use of Building	**Proposed Use of Building**
❑ Industrial	❑ Industrial
❑ Commercial	❑ Commercial
❑ Assembly	❑ Assembly
❑ Other	❑ Other
Proposed Site Modifications	**Proposed Demolition**
❑ Hardscape re-do or modify	❑ Exterior
❑ Landscape re-do or modify	❑ Interior
❑ Other	❑ Other
Proposed Building Changes	**Proposed new Occupancies (major use)**
❑ Addition	❑ Office
❑ Exterior Service Yard (new or modify)	❑ Fabrication (assembly lines, etc)
❑ Tenant Improvements (interior only)	❑ Assembly (restaurant, church, etc)
❑ Other (disclose below)	❑ Hazardous (H Occupancies)
❑ Other	❑ Other
Provide other information, if needed, that will better describe the proposed work:	

Continue next page.

PLANNING DIVISION, Representative:

Planning Division Permit(s)	**Planning Division Fees**

❑   No - Planning Permit Required
 ❑   Yes - Planning Permit Required
      Type(s): _____
 	
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	❑ No Planning Fees
	 ❑ Applicable Planning Fees
	      ❑ Planning Application Process
	      ❑ Other Fee(s): _____
	
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LAND DEVELOPMENT DIVISION, Representative:

Land Development Permit(s)	**Land Development Fees**

❑   No - Engineering Permit Required
 ❑   Yes - Engineering Permit Required
      Type(s):
      ❑   Encroachment
      ❑   Other: _____
 	
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	❑ No Engineering Fees
	 ❑ Applicable Engineering Fees
	      ❑ Encroachment permit
	      ❑ Utilities
	      ❑ Other Fee(s): _____
	
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FIRE PREVENTION DIVISION, Representative:

Fire Prevention Division Permit	**Fire Prevention Division Fees**

❑   No – Fire Permit Required
 ❑   Yes – Fire Permit(s) Required, Type(s):
      ❑   Certificate of Occupancy
      ❑   Life/Safety and/or Haz Mat
      ❑   Sprinkler and/or Alarm
      ❑   Annual
      ❑   Other: _____
 	
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	❑ No Fire Fees Applicable
	 ❑ Applicable Fire Dept. Fees, Type(s):
	      ❑ Certificate of Occupancy
	      ❑ Life/Safety and/or Haz Mat permit
	      ❑ Sprinkler and/or Alarm Permit
	      ❑ Annual
	      ❑ Other Fee(s): _____
	
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BUILDING & SAFETY DIVISION, Representative:

Building & Safety Division Permit	**Building & Safety Division Fees**

❑   No – Building Permit Required
 ❑   Yes – Building Permit(s) Required
      ❑   Certificate of Occupancy
      ❑   Construction Permits (Building,
          Plumbing, Mechanical, Electrical)
      ❑   Other: _____
 	
 _____
	❑ No Building Division Fees
	 ❑ Applicable Building Fees
	      ❑ Certificate of Occupancy
	      ❑ Construction Permits (Building,
	          Plumbing, Mechanical Electrical)
	      ❑ Other Fee(s): _____
	
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City Other Information:
_____   _____   _____   _____   _____