

CITY OF MILPITAS

Building & Housing
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



PLAN CHECK BY APPOINTMENT

For your convenience the City of Milpitas provides Plan Check by Appointment for qualifying projects. Appointments are on Monday, Tuesday and Wednesday at 2:00 PM ONLY. Plan Check by Appointment is performed in the following steps:

- 1) Complete on online application and plan submittal. The link is provided to you at the end of this document.
- 2) Your plans will be reviewed by the various departments and if your project qualifies we will contact you to schedule an appointment.
- 3) You will be provided an invoice of the plan check fees that will be due on the date and time of your appointment. You can pay these in advance on our website or pay them by check, cash, Visa or MasterCard (credit cards are only accepted for amounts less than \$5,000) when you come in for your appointment.
- 4) On the day of your appointment, arrive at 1:45 pm. A Permit Technician will check you in and prepare for the plan review. Please refer to the City handout for your specific project for the plan check submittal requirements.
- 5) It is required the Project Designer (Architect and/or Engineer) attends the Plan Check by Appointment meeting.
- 6) Reviews by Planning, Engineering and the Fire Department will be made as needed. Once the required departments approve the plans, Building and Safety Department staff will check the plans for compliance with architectural, structural, mechanical, plumbing, electrical and energy provisions of adopted building codes.
- 7) If the project does not receive approval by one or more departments, another appointment will needed to resubmit the revised plans.
- 8) Upon approval by all divisions and departments of the City, approval by all pertinent outside agencies (Health Department), and payment of required fees, including school impact fees, the requested permit will be issued to either the property owner or a licensed contractor with the proper license classification.
- 9) **NOTE:** Appointment cancellation shall be done at least 24 hours in advance, otherwise, an additional two hours of plan check fees will be charged by Building and Fire.

**THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PROJECTS FOR
PLAN CHECK BY APPOINTMENT****

****The following criteria is only a general guideline. City Staff will review the project scope and determine if the project is qualified for plan check by appointment.**

Please check appropriate boxes below:

1. **RESIDENTIAL PROJECTS:** The following types of residential projects (except those located in the hillside) will generally be accepted for Plan Check by Appointment**:
 - Addition:** First and/or second floor room additions that do not exceed 1,000 s.f. of combined floor area..
 - Interior Work:** Interior alterations or modifications that do not require structural changes.
 - Garage Conversion:** Alteration of a single-family garage to become living space or any other use.
 - Patio Cover:** Patio covers excepting those located on hillside lots.
 - Accessory Structures:** New detached garages, carports, sheds, playhouses, trellises, etc. that do not exceed 500 s.f. and that do not require Planning Commission/City council approval.
 - New Roof Framing Over Existing Roof:** New roof framing that does not involve major structural work.
 - Pools and Spas:** Single family outdoor swimming pools and spas (except those located in hillside area). **NOTE:** A pre-site inspection is required prior to appointment. Applicant shall submit a completed set of plans and schedule the pre-site inspection at least two days prior to the plan check appointment time.
 - Site Improvements:** Fences, sound walls and site retaining walls that do not require Planning Commission/City council approval.
 - Other Work:** Other work, which in the opinion of City staff will not exceed two hours of plan check time and has all necessary Planning entitlements (S-Zone, Conditional Use Permit, etc).
 - Other requirements:**
 - Hillside construction projects requiring Planning Commission and/or City Council approval are not eligible for Plan Check by Appointment. However, once the Commission or Council has approved the project it may become eligible for Plan Check by Appointment.
2. **COMMERCIAL and INDUSTRIAL PROJECTS:** The following types of commercial projects will generally be accepted for Plan Check by Appointment**:
 - Office spaces*:** Non-structural interior modifications and alterations not exceeding 10,000 s.f. of improved space. It may include new or relocated roof top units.
 - Retail Sales*:** Non-structural interior modifications and alterations not exceeding 5,000 s.f. of improved space. It may include new or relocated roof top units. Please verify with Planning at (408) 586-3279 that a Use Permit is not required for proposed retail use. **NOTE:** If the project is located inside the Great Mall, the drawings must be approved by the Mall prior to review by the City, and the approved drawings must be included in the submittal package to the City.
 - Restaurants*:** Non-structural interior modifications and alterations not exceeding 2,000 s.f. of improved space. It may include new or relocated roof top units. **NOTE:** The drawings must be approved by the Santa Clara County Department of Environmental Health and the San Jose/Santa Clara Water Pollution Control Plant prior to being reviewed by the City, and the approved drawings must be included in the submittal package to the City.
 - Industrial uses*:** Non-structural Interior modifications and alterations not exceeding 10,000 s.f. of improved space when such areas do no involve storage or use of hazardous materials. It may include structural modifications such as equipment anchorage, non high-piled storage racks and mechanical equipment (see below for limitations).

***Projects with larger square footage may be considered for review on a case-by-case basis upon preliminary review by City Staff.**

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- ❑ **Non High-piled Storage racks** when top of stored product does not exceed 12 feet in height.
- ❑ **Equipment anchorage** of the equipment not containing or utilizing hazardous materials and not exceeding eight pieces of equipment per project.
- ❑ **Monument signs** not exceeding 20 feet in height. Must have Planning Department approval prior to plan check submittal.
- ❑ **Roof screens and fences.**
- ❑ **Other minor work**, which in the opinion of City staff will not exceed two hours of plan check time.
- ❑ **Other requirements:** To meet criteria for plan check by appointment and permit issuance, projects shall be limited to those that:
 - Not containing or utilizing the storage or use of hazardous materials in any amount in the tenant space.
 - Not used as dental offices using 1000 cubic feet or more of nitrous oxide.
 - Not requiring modifications to building lateral load resisting system, except as noted above.
 - Not requiring modifications to exit and exit discharge systems as defined in CBC Section 1018 and 1024 accordingly, such as exit enclosures, exit passageways, horizontal exits, exit courts, etc.
 - Not requiring changes to more restrictive occupancies (i.e. retail to a restaurant, etc).
 - Not requiring changes to type of construction.
 - Not requiring approvals by outside agencies, including the management at the Great Mall, the Santa Clara County Department of Environmental Health, and the San Jose/Santa Clara Water Pollution Control Plant, unless approvals are provided at time of submittal.
 - Not requiring Planning entitlements (S-Zone, Conditional Use Permit, etc).
 - Not located along any natural or improved stream/creek.
 - Not located within special flood hazard area. Call Engineering at (408) 586-3329 to determine if your project is within special flood hazard area.
 - Not requiring additional and/or modification to landscaping exceeding 2500 square feet.
 - Not making modifications to existing recycled water irrigation system.
 - Not involving construction of a trash enclosure.
 - Do not have more than 2,700 square feet of demolition work, unless Part I of demolition recycling report is submitted (See Demolition Permit Submittal Requirements).

Please click on link below to apply for Plan check by appointment

<http://eplans.ci.milpitas.ca.gov/eplans/>