

CITY OF MILPITAS

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



OUTSIDE PLAN CHECK

In order to expedite your “Outside Plan Check” application and take full advantage of the program, please follow the steps outlined below:

Applicant submittal procedures:

1. Original Submittal:

A. Submit to the Permit Center:

1. (5) Complete sets of plans.
2. (1) Set of structural and Title 24 calculations.
3. (1) Soils report.
4. (1) Any other documentation.
5. Sewer Needs Inquiry.
6. Sewer Needs Questionnaire.
7. Hazardous Material/Waste Disclosure form.
8. Building Permit Application.
9. Pay Plan Check and Fire Department fees (no discount is given when using outside plan check services).
10. Complete “Request for Outside Plan Check Service” form on page 4, and request approval at the time of initial submittal.

B. Submit directly to Outside Consultant:

1. At least (3) complete sets of plans.
2. (1) Set of structural and Title 24 calculations.
3. (1) Soils report.
4. (1) Any other documentation.

2. Re-Submittals to Outside Consultant:

A. Building Department to be informed of all resubmittal and plan check activities by Outside Consultant: Submit online at <http://eplans.ci.milpitas.ca.gov/eplans/>

1. (1) Electronic copy of plan check comments by Outside Consultant.
2. (1) Electronic copy of response letter to Outside Consultant comments.
3. (1) Electronic copy of the complete set of revised drawings.
4. (1) Electronic copy of structural and Title 24 calculations, if applicable.
5. (1) Electronic copy of any other documentation.

B. Re-submit to Outside Consultant:

1. Coordinate directly with Outside Consultant the format and no. of response letter, plans, calculations and any other documentation.

3. Re-Submittals to Other City Departments:

A. Re-submit to the Permit Center:

1. (3) Complete sets of revised drawings.
2. (1) Copy of response letters to other City departments comments.
3. (1) Copy of any other documentation.

4. After Approval by Other City Departments:

1. Permit Center will send to Outside Consultant (2) sets of latest plans approved by other City Departments for final review.
2. If Outside Consultant has comments and requires revisions to the plans, the applicant shall submit (2) sets of revised drawing sheets to slip sheet into the latest drawing sets and a narrative of the changes to the drawings. (1) set of removed sheets shall be kept for submittal to Permit Center.

5. After Approval by Outside Consultant:

A. Submit to Permit Center:

1. (2) Complete sets of latest plans stamped by Outside Consultant.
2. (1) Set of removed drawing sheets from slip sheeting and a narrative of the changes to the drawings, if applicable. (See Item 4 above)
3. (1) Set of structural and Title 24 calculations stamped by Outside Consultant.
4. (1) Copy of any other documentation.
5. (1) Copy of filled and signed Special Inspection & Testing Agreement and Schedule, Structural Observation Agreement Letter, and Contractor's Statement of Responsibility.

6. After Permit Issuance:

A. Submit to Permit Center:

1. (1) Electronic copy of Job Copy stamped drawings in a CD or a downloadable link. Each drawing sheet shall be saved in a file with filename named the same as the sheet no.

Outside Consultant procedures:

1. Upon receipt of the first submittal, contact the Permit Center at BuildingPICk@ci.milpitas.ca.gov to obtain the contact information of the Project Coordinator of the project.
2. After receipt of each re-submittal, email to notify the Project Coordinator.
3. After completion of each submittal plan review, email the applicant and the Project Coordinator the comment letter and any other documentation.
4. After other City Departments' approval, the Permit Center sends (2) sets of the latest plans approved by other City Departments to Outside Consultant for final review and approval.
5. If Outside Consultant has comments and requires revisions to the plans, the applicant shall slip sheet the revised drawing sheets into the (2) sets of latest plans. Outside Consultant shall highlight the changes to the drawings and keep (1) set of the removed drawing sheets for submittal to the Permit Center.
6. Outside Consultant stamps the (2) sets of the latest plans and (1) set of structural and Title 24 calculations.

The following is a list of City Approved Plan Check / Inspection Consultants. Please Contact them directly to arrange for your plan check service.

**Bureau Veritas Company North
America**

180 Promenade Cl., Suite 150
Sacramento, Ca 95834
Phone: (916) 617-2028
Fax: (916) 617-2068

CSG Consultants

1700 South Amphlett Blvd. 3rd Floor
San Mateo, CA 94402
Phone (650) 522-2500
Fax: (650) 522-2599

WC3

2400 Camino Ramon, Suite 240
San Ramon, CA 94583
Phone: (925) 275-1700
Fax: (925) 275-0600

Plan Review Consultants, Inc.

1680 Civic Center Dr., Suite 225
Santa Clara, CA 95050
Phone: (510) 549-9228
Fax: (510) 217-4098

TRB+ Associates

3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
Phone: (925) 866-2633
Fax: (925) 790-0011

RK Associates

2358 Fish Creek Place
Danville.CA 94506
Phone: (925) 820-4816
Fax:(925) 820-6513

Shums Coda Associates

5776 Stoneridge Mall Rd., Suite 150
Pleasanton, CA 94588
Phone: (925) 463-0651
Fax: (925) 463-0691

Willdan Associates

2150 River Plaza Dr., Suite 300
Sacramento, CA 95833
Phone: (916) 924-7000
Fax: (707) 578-7132

Interwest Consulting Group

6280 W. Las Positas Blvd., Suite 220
Pleasanton, CA 94588
Phone: (925) 462-1114
Fax: (925) 462-1115



CITY OF MILPITAS

BUILDING AND SAFETY DEPARTMENT

455 East Calaveras Boulevard, Milpitas, CA 95035-5479 – Tel. 408.586.3240, Fax 408.586.3285

www.ci.milpitas.ca.gov

REQUEST FOR OUTSIDE PLAN CHECK SERVICE

Date: _____

Plan Check No.: _____

The Milpitas Municipal Code, Section II-1-19.01 requires that prior to the issuance of a Building Permit, plans be reviewed and approved for compliance with Building Code regulations. Presently, the Building and Safety Department does not have the resources necessary to review construction plans and return them to you within your time frame requirements. However, in order to expedite the plan check, plan check services are available from qualified consultants. Please read the information below and if you choose to have your plans checked by an outside consultant, you must follow the procedures outlined below:

- 1) A standard submittal package for a building permit must be submitted to the Building and Safety Department and all plan check fees paid. Refer to the first 2 pages of this handout for the submittal requirements.
- 2) Applicant shall choose their plan check consultant from the list provided by the City. See page 3 of this handout for a list.
- 3) Applicant shall contact the consultant directly and make their own arrangements with them, including payment of consultant's fees.
- 4) The Cities standard plan check fees WILL NOT cover the cost of the outside consultant. The City of Milpitas shall not be held liable for any expense related to the outside plan checking services provided by the consultant hired by the applicant.
- 5) The plan check provided by the outside consultant is a service to the applicant by the consultant. The City of Milpitas does not infer or imply that a Building Permit will be issued on the sole basis of a consultants plan check.

I, _____, request that the construction plans I have submitted
(print name of permit applicant or authorized agent)

for _____ located at _____
(print job name) (print job address)

for a Building Permit be checked by an outside plan check consultant for compliance with all codes and regulations including the California Code of Regulations, Title 24. I understand and accept the conditions outlined above.

(applicant's name)

(applicant's signature)

(applicant's address)

(applicant's phone number)

For office use:

Approved: _____

Date: _____