



BUILDING SAFETY OUTSIDE PLAN REVIEW SERVICE

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

Applicant submittal procedures:

1. Submit application through the electronic submittal system. The application process can be found in below link:
<http://www.ci.milpitas.ca.gov/permits/>
2. The submittal requirements can be found in below link:
<http://www.ci.milpitas.ca.gov/permits/electronicSubmittalGuideline.pdf>
3. The detailed user guide of the electronic submittal system can be found in below link:
<http://www.ci.milpitas.ca.gov/permits/projectdoxuserguide.pdf>
4. Complete “Request for Outside Plan Review Service” form on the last page and upload the request form through the system. The outside plan review service is only available for Building Safety reviews. Other Department reviews will remain in house.
5. The City will review the request. When approved, the reviews will be assigned to the outside Consultant.
6. The Consultant will send the Building Safety review comments to the applicant directly.
7. The City will send the comments by other Departments to the applicant after the reviews are complete.
8. Formal resubmittal shall not be made to the City until reviews by all Departments are complete. Resubmittal procedure can be found in above documents.
9. The applicant may resubmit to the Consultant directly prior to formal resubmittal to the City and the City Project Coordinator (PC) shall be copied. The City PC shall be included in all communication with the Consultant.

Outside Consultant procedures:

1. The Consultant project contact person shall contact the Permit Center at BuildingPICK@ci.milpitas.ca.gov to obtain the contact information of the City Project Coordinator (PC) of the project.
2. Upon receipt of the contact information of the City PC, provide the target turnaround time frame for each review cycle.
3. The City PC will provide instructions for registration and reviewer guidelines for the electronic plan review system.

4. The City PC will assign the Consultant designated plan reviewers to the project in the system and review may commence.
5. The City will perform a courtesy review on the 1st and final cycle reviews and the City PC shall be kept in the loop in all correspondence with the applicant.
6. Upon completion of the initial review of the 1st cycle review, the Consultant shall send the comments to the City PC. The City will perform a courtesy review and provide feedback/comments within 5 business days. City feedback/comments shall be incorporated into the comments and the Consultant shall send the final comments to the applicant and the City PC.
7. The Consultant shall perform review and send comments of all subsequent review cycles to the applicant and the City PC.
8. Upon completion of the final review cycle, the Consultant shall notify the City PC that final review is complete with no further comment. The City will then perform a courtesy review within 5 business days. If the City has feedback/comments, the Consultant shall send the comments to the applicant and comments shall be addressed. If the City has no further comment, the Consultant may inform the applicant that Building Safety review is complete with no further comment.
9. The City will evaluate the quality of plan review performance of the Consultant. Should the City determine that the quality does not meet the expectations, the Consultant will be removed from the City Approved Plan Review Consultants list.
10. Once the permit is approved by all City Departments, the City PC will notify the Consultant project contact person to electronically stamp the drawings, structural calculations and Title 24 calculations.

The following is a list of City Approved Plan Review Consultants. Please Contact them directly to arrange for your plan review service.

**Bureau Veritas Company North
America**

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

CSG Consultants

550 Pilgrim Drive
Foster City, CA 94404
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: (650) 321-7008

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



**BUILDING SAFETY
 OUTSIDE PLAN
 REVIEW SERVICE**

REQUEST FOR OUTSIDE PLAN REVIEW SERVICE
For Building Safety Review Only

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, Building Safety and Housing 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 review, plan review services are available from qualified consultants. Please read the information below and if you choose to have your plans reviewed by an outside plan review consultant, you must follow the procedures outlined below:

- 1) A standard submittal package for a building permit must be submitted to Building Safety and Housing Department and all plan review fees paid. Refer to applicant submittal procedures on page 1.
- 2) Applicant shall choose their outside plan review consultant from the list provided by the City on page 3.
- 3) Applicant shall contact the consultant directly and make their own arrangements, including payment of consultant's fees.
- 4) The City's standard plan review fees WILL NOT cover the cost of the outside plan review consultant. The City of Milpitas shall not be held liable for any expense related to the plan review services provided by the outside plan review consultant.
- 5) The plan review provided by the outside plan review 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 consultant's plan review.
- 6) Any substantial changes and/or revisions to the project after issuance of a building permit shall be submitted to Building Safety and Housing Department and shall be reviewed by the same outside plan review consultant.

By signing this request, the applicant is requesting that the construction plans to be plan reviewed by the outside plan review consultant for compliance with Building Safety review only. I understand and accept the conditions outlined above.

Project Name:	Project Address:
Applicant Name:	Applicant Address:
Phone No.:	Email:
Signature:	Date:

Plan Check Consultant:	Contact Name:	
Phone No.:	Email:	
Plan Checkers	Architectural:	Structural:
Mechanical:	Plumbing:	Electrical:

Submit the resumes of the above plan reviewers with this request. The City will review the qualifications of the plan reviewers prior to approving the request for Outside Plan Review Service.

For office use: Approved by: _____ Plan Check No.: _____ Date: _____
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