

# CITY OF MILPITAS

Building & Safety Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



# EQUIPMENT INSTALLATION

## 1. PERMIT INFORMATION:

- A permit is required for the following non-structural components which need to be seismically restrained or anchored:
  - 1) All equipment weighing more than 400 pounds or having a center of mass located more than four (4) feet above the adjacent floor, including temporary and moveable equipment (ASCE 7-10 Section 13.1.4). Note: The anchorage exemption for moveable & temporary equipment stated in CBC Section 1616.10.15 applies only to State buildings, University of California, California State Universities and California Community Colleges.
  - 2) All equipment having a center of mass located more than 4 feet above the adjacent floor or roof level including temporary and moveable equipment.
  - 3) Ceiling hung mechanical & electrical components weighing more than 20 pounds or distribution system weighing more than 5 lb/ft (ASCE 7-10 Section 13.1.4).
  - 4) Regardless of weight and height all process equipment containing hazardous materials including process piping and mechanical equipment associated with it, such as hoods, exhaust fans, etc. as per 2013 California Fire Code Section 5003.2.8, CBC Section 1613.1 and ASCE 7-10 Section 13.1.3.
  - 5) For kitchen appliances:
    - a. Appliances with casters: Movement of appliances shall be limited by a restraining device installed in accordance with the connector and appliance manufacturer's installation instructions per CMC Section 303.5.
    - b. Appliances not on casters weighing more than 400 pounds or having a center of mass located more than four (4) feet above the adjacent floor, including temporary and moveable equipment (ASCE 7-10 Section 13.1.4).
- All permits must be obtained in person at the Permit Center at 455 E. Calaveras Blvd.
- Permits may be issued only to a State of California Licensed Contractor or the Building Owner.
- If the work is performed by the Building Owner personally, or by his/her workers and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
- If the Building Owner hires workers, State Law requires the Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.

## 2. PLAN REQUIREMENTS & APPROVALS:

- Building Codes:** All work must comply with the 2016 California Building Code, 2016 California Electrical Code (CEC), 2016 California Mechanical Code (CMC), 2016 California Plumbing Code (CPC), 2016 California Energy Code (CEnC), 2016 California Green Building Code (CGBC) and 2016 Milpitas Municipal Code (MMC).

- All permits require drawings. To obtain a building permit, submit four (4) sets of plans (17' X 22' minimum) and (2) sets of calculations including the following:

**SITE PLAN:**

- Scaled plan showing a vicinity map, building, site parking & North Arrow.
- Define a brief “Scope of Work” through an outline text format.
- Must show building data: construction type, square footage, occupancy classification and sprinklers.

**BLUE PRINT FOR CLEAN BAY:**

- Blueprint for a Clean Bay (Sheet CB-1) shall be included in submittal package. This document is available online and is located at:  
[http://app.ci.milpitas.ca.gov/\\_pdfs/bld\\_permit\\_sr\\_clean\\_bay\\_blueprint.pdf](http://app.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf).

**FLOOR PLAN:**

- Identify the specific area within the building where the equipment is being installed.
- Define space function (i.e., storage, manufacturing, etc.)
- Show location of equipment, exiting path and dimensions, exit travel distances.
- Every portion of the building in which the equipment is installed shall be provided with aisles leading to an exit per CBC Section 1009 and every aisle shall not be less than 36”, wide if serving only one side, and not less than 44” if serving both sides per CBC Section 11B-403.5.1 exp.4.

**STRUCTURAL SUBMITTAL:**

- Identify area of work by highlighting the area and enlarging, if necessary.
  - Detail the size and weight of each piece of equipment.
  - Detail the anchorage of each piece of equipment.
  - Two sets of wet-stamped and wet-signed calculations prepared by a California Registered Engineer or Architect are required, except as noted below.
- Refer to the “Design Guidelines for Floor Mounted Equipment Anchorage” handout for sample drawings. If the equipment weights 1,000 lbs or less, the bolts specified in the Design Guidelines may be used. Otherwise, the equipment installation must be designed by an Architect or Engineer.
  - If the drawings are prepared by a California Registered Engineer or Architect, then the Architect or Engineer, who has prepared the drawings, must “wet” stamp sign each sheet of the drawings.

**3. INSPECTION PROCEDURES**

- Installation of expansion bolts must be observed by a third party inspection agency. Installation of epoxy anchors can be observed by either by a third party inspection agency, or, if available and for an additional fee, the City Building Inspector. A list of approved third party inspection agencies is available at the Permit Center or on the City website. After all work is completed, a final inspection shall first be completed by the Fire Department and then by the Building & Safety Department. For each inspection, the Permit Card and the Approved Job Copy of the Drawings must be presented to the inspector. Permits expire 180 days after issuance or last inspection passed, whichever is the latest.

**4. QUESTIONS:**

- If you have any questions regarding your project, contact the Building & Safety Department at 455 E. Calaveras Blvd, call (408) 586-3240 or contact our website at: <http://www.ci.milpitas.ca.gov/milpitas/departments/building-and-safety-department/>.