

# 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)



## PRELIMINARY PLAN REVIEW SERVICE APPLICATION

Type of preliminary plan review service requested:

- Building Code/Accessibility
- Zone Code
- Public Improvements
- Mechanical Systems
- Plumbing Systems
- Electrical Systems
- Other \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Instructions:**

1. Submit this application form via email to [cingram@ci.milpitas.ca.gov](mailto:cingram@ci.milpitas.ca.gov), by fax, or in person at the Permit Center. Please check all applicable boxes above for type of services requested.
2. Department staff will contact you to schedule an appointment.
3. Bring this Preliminary Plan Review Service application form and any available drawings to the scheduled appointment.
4. Please note that each appointment will be limited to a maximum of two hours.
5. To cancel an appointment, please call at least 24 hours prior to the scheduled appointment time.
6. Complete the back side of this form. 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 the construction permit application process.

