CONTACT

Milpitas Fire Department
Fire Prevention Division
455 E. Calaveras, Blvd.
Milpitas, CA 95035
Phone: (408) 586-3365
Fax: (408) 586-3378

GOAL AND OBJECTIVE

The goal of the Fire Prevention Division is to; educate the general public in fire safety laws and regulations; administer comprehensive programs of fire prevention and loss management; hazardous materials regulation and enforcement; and public education. In addition, the Division personnel recommend policy and ordinance revisions to enable customers to comply with regulatory codes in mitigating fire and hazardous materials conditions in the community and industry. The division monitors the effectiveness of the City's fire loss prevention programs.

FEES

To obtain a copy of the Fire Permit Fee Schedule, or if you have any questions on fire permit fees, please contact the Fire Prevention Division. A copy of the fee schedule may be downloaded from the City of Milpitas Web Site at: http://www.ci.milpitas.ca.gov/citydept/fire/fireprev/fee_schedule102203.pdf

INSPECTION LINE 586-3380

When the application is received in the Fire Prevention office you will be contacted to arrange a time for the certificate of occupancy inspection.
The inspection program provides a comprehensive fire prevention inspection service and enforcement for compliance with the California Fire Code in new construction; tenant improvements and annual permit occupancies. It ensures compliance with federal, state, and local codes in mitigation of fire and life safety conditions.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy documents the legal use and/or occupancy of a building. Buildings or structures shall not be used or occupied nor shall a change in the existing occupancy classification of a building be made until the Chief Building Official has issued a Certificate of Occupancy.
A Certificate of Occupancy requires an Inspection by the Fire Department prior to inspection by the Building Department.

City of Milpitas

City of Milpitas

455 E. Calaveras Blvd.
Milpitas, CA 95035

Web: http://www.ci.milpitas.ca.gov

FIRE PREVENTION DIVISION

CERTIFICATE OF OCCUPANCY

INFORMATION AND PROCEDURE

MILPITAS
FIRE DEPARTMENT

FIRE PREVENTION DIVISION
455 E. CALAVERAS BLVD.
MILPITAS, CA 95035
PHONE: 408-586-3365
FAX: 408-586-3378

CERTIFICATE OF OCCUPANCY PROCEDURE

The following step-by-step procedure is offered to assist you in obtaining your Certificate of Occupancy ('C of O') for your business. A 'C of O' will not be issued unless and until a business license has been obtained.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
OBTAIN BUSINEES LICENSE AND CERTIFICATE OF OCCUPANCY APPLICATION AT CITY HALL →	HAVE THE APPLICATION REVIEWED BY PLANNING DEPT. IF APPROVED, PAY FEES, THEN →	FIRE DEPARTMENT INSPECTION WILL BE CONDUCTED, WHEN CARD IS SIGNED OFF BY FIRE DEPT. , THEN →	SCHEDULE BUILDING DEPARTMENT INSPECTION, WHEN CARD IS SIGNED OFF BY BLDG. DEPT., THEN →	CERTIFICATE OF OCCUPANCY ISSUED

NOTE:
Two inspections are needed prior to approval of the C of O. When the application is received in the Fire Prevention office you will be contacted to arrange a time for the inspection. Once the Fire inspection has been conducted with no violations, then, call 586-3259 and schedule an inspection with the Building Division . If no violations are observed by the Building Inspector, the 'C of O' will be processed and mailed to you within 10 working days of the Building Department inspection.
If you fail to address violations a certificate of occupancy will not be issued. If the City must re-inspect more than once to determine compliance, additional inspection fees may be assessed. If you have any questions call the Building Inspection Division 408-586-3245; or the Fire Prevention Division at: 408-586-3365.

FIRE DEPARTMENT REQUIREMENTS FOR 'C OF O'

The following are typical items which the Fire Department looks for when completing the 'C of O' inspection. Each item is a life-safety code requirement (not all code requirements are listed here). Your occupancy classification will determine which code requirement apply. The Fire Inspector will verify code compliance prior to approving your occupancy clearance.

FIRE EXTINGUISHERS
1. A 2A10BC type fire extinguisher is required for every 75 feet of travel distance; be maintained in working order and have an unobstructed travel path. (CFC 1002.1)
2. For commercial type kitchens, a listed and labeled type 'K' fire extinguisher is required within 30 feet of the cooking appliance and have an unobstructed travel path (CFC 1005.2.7)

EXITS
1. Exits shall remain free and clear of obstructions, including storage. (CFC 1203)
2. Exit signs must be maintained visible and in good working condition (CFC 1212.1)
3. Exit doors must remain in an operable condition. They shall be openable from the inside without the use of a key or special knowledge. They shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. (CFC 1207.1, 1207.3))

ELECTRICAL
1. The use of extension cords, as a substitute for permanent wiring is not permitted. (CFC 8506.1)
2. A minimum clearance of 30 inches shall be provided around electrical panels. (CFC 8509.2)
3. Multi-plug extension cords must be equipped with an internal circuit breaker to provide safe use. (CFC 8507)
4. Power taps shall be directly connected to a permanently installed receptacle. NOTE: Power strip cords and/or extension cords are not permitted to be connected in series. (CFC 8508.3)

COMBUSTIBLE STORAGE, WEED, RUBBISH, REFUSE CONTROL AND ABATEMENT
1. Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. (CFC 1103.3.2.4)
2. Combustible storage shall be located 2 feet below ceiling and 18 inches below sprinkler heads. (CFC 1103.3.2.2)
3. Dumpsters shall not be located within 5 feet of combustible walls, building openings or combustible roof eave lines. (CFC 1103.3.2.4)

MAINTENANCE OF FIRE PROTECTION AND LIFE-SAFETY SYSTEMS
1. Portable fire extinguishers must be serviced annually and immediately after use. (CFC 1001.5.1)
2. Fire protection, extinguishing and detection systems, components and appurtenances shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. (CFC 1001.5.1)
3. For commercial type kitchens, the hood and duct ansul fire suppression system shall be inspected, serviced, and tagged by a licensed C-16 fire protection contractor **every 6 months**. (CFC 101.5.1)