



Prior to obtaining your Certificate of Occupancy, your space must be inspected by the Milpitas Fire Department followed by the Milpitas Building & Safety Department. You must have moved in and are occupying the space when the inspections take place. Do not schedule the inspection until everything is complete and your business is ready to open.

FIRE DEPARTMENT INSPECTION

CALL THE FIRE DEPARTMENT INSPECTION LINE AT (408) 586-3380 TO SCHEDULE INSPECTION. Call at least 5 working days prior to the date you are requesting inspection.

The following are typical items the Fire Department looks for during their inspection:

- ❑ Fire extinguishers:
 - A current 2A10BC type fire extinguisher is required for a maximum area of 3,000 sq ft and located within 75 feet of travel distance (CFC 906).
 - For commercial type kitchens, listed and labeled type 'K' fire extinguisher is required within 30 feet of the cooking appliance and have an unobstructed travel path (CFC 904.11.5.2).
- ❑ Exits:
 - Exits shall remain free and clear of obstructions, including storage (CFC 1028.2).
 - Exit signs must be maintained visible and in good working condition (CFC 1011.1).
 - 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 1008.1.8).
- ❑ Electrical:
 - The use of extension cords, as a substitute for permanent wiring is not permitted (CFC 605.5).
 - A minimum clearance of 30" in width, 36" in depth and 78" in height shall be provided around electrical panels (CFC 605.3).
 - Multi-plug extension cords must be equipped with an internal circuit breaker to provide safe use (CFC 605.4 & 605.4.1).
 - 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 605.4.2).
- ❑ Combustible storage, weed, rubbish, refuse control and abatement:
 - Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms (CFC 315.2.3).
 - Combustible storage shall be located 2 feet below ceiling and 18 inches below sprinkler heads (CFC 315.2.1).
 - Dumpsters shall not be located within 5 feet of combustible walls, building openings or combustible roof eave lines (CFC 304.3.3).
- ❑ Maintenance of fire protection and life-safety systems:
 - Portable fire extinguishers must be serviced annually and immediately after use (CFC 906.2).
 - 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 901.6).
 - 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 (CCR T19, CH3).
- ❑ Assembly occupancies:
 - Any room having an occupant load of 50 or more, and which is used for assembly purposes, shall have the capacity of the room posted in a conspicuous place on an approved sign near the main exit from the room (CFC 1004.3).

BUILDING & SAFETY DEPARTMENT INSPECTION

After the Fire Department has completed their inspection AND signed the permit card, and all other inspections have been made (County Department of Environmental Health), contact the Building & Safety Department to schedule an inspection by a Building Inspector. This can be done by:

1. CALLING THE AUTOMATED INSPECTION REQUEST LINE (IVR) AT (408) 586-2797

- Inspections requested by **7:00 am** Monday through Friday will be made the same day, excluding holidays. Calls received after 7:00 am will be scheduled for the next business day.
- When calling the Automated Inspection Request Line, you will need all of the following:
 - A TOUCH-TONE TELEPHONE.**
 - PERMIT NUMBER** (your permit number is #B-OC16-_____).
 - 4 DIGIT INSPECTION CODE.** Your code is #1807.

2. OR GO TO OUR WEB SITE AT <https://trakit.ci.milpitas.ca.gov/etrakit2/>:

- Select "PERMITS".
- Under Search Field and Operator select "Permit Number".
- Under Search String enter your permit number and select "Search".
- Double click on your permit number.
- Select "Request Inspection" under Actions in the left hand bar.
- Enter the information requested, select the Inspection Type, Date and Time then select "add inspection".
- If everything is correct, select "Submit".
- You will receive an email confirming your inspection.
- Inspections requested before **7:00 am** Monday through Friday will be made the same day, excluding holidays. Calls received after 7:00 am will be scheduled for the next business day.

****** INSPECTIONS ARE NOT AVAILABLE TUESDAY MORNINGS 8:00 AM TO 10:00 AM ****
AND ANY DAY BETWEEN 12:00 PM AND 1:00 PM**

CANCELING AN INSPECTION. If you need to cancel an inspection for any reason, call the Automated Inspection Request Line **BEFORE 7:00 am** of the day of the inspection. Inspections cannot be canceled on-line.

RE-INSPECTION FEE. Re-inspection fees may be charged when inspections are requested and:

- Permit cards are not available at the business at the time of inspection.
- There is a failure to provide access to the site.
- Corrections to the work previously called for by the inspector have not been made.

CERTIFICATE OF OCCUPANCY

After the permit card has been signed by both the Fire Department and the Building & Safety Department, the card will serve as your temporary Certificate of Occupancy until your permanent certificate arrives in the mail.

You will also need to submit a separate Business License application, with the required Department approvals and fee, to Finance Cashier window at City Hall.

QUESTIONS? Contact the Permit Center at (408) 586-3240.