



## PLAN REVIEW BY APPOINTMENT

For your convenience, the City of Milpitas provides Plan Review by Appointment for qualifying building permit projects. **Appointments will be virtual meeting.** The following are the procedures:

1. Submit your application through the online submittal system [ProjectDox](#).
2. After submittal is complete, an email notification will be received with a confirmation no. BLD-xxxx.
3. Email the completed [permit application](#) form to Building Permit Center [BuildingPermitCenter@ci.milpitas.ca.gov](mailto:BuildingPermitCenter@ci.milpitas.ca.gov) with a subject line “Request for Plan Review by Appointment: BLD-xxxx”
4. A permit technician will process the submittal package and email the applicant with the permit no. B-BPxx-xxxx and notify if the project qualifies for plan review by appointment or not. Projects qualified for plan review by appointment will be reviewed within one week of the submittal process date.
5. After the plan review is complete, the Project Coordinator (PC) will send the complete comments to the applicant and schedule an appointment with the applicant to discuss comments. The applicant shall arrange to have all designers attend the meeting.
6. Resubmittal shall be submitted through ProjectDox. After the resubmittal is complete, the applicant shall email to the PC and Building Permit Center with a subject line “Request for Plan Review by Appointment: B-BPxx-xxxx”.
7. The PC will schedule an appointment with the applicant within one week of the resubmittal process date. All designers shall attend the meeting. The resubmittal will be reviewed before/during the meeting and comments, if any, will be discussed during the meeting.
8. If the review is not approved, the processes in Item 6 and 7 will be repeated.

Note: In-person appointments may be available upon request if it is necessary based on the project needs.

### THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PROJECTS FOR PLAN REVIEW BY APPOINTMENT

The following criteria is only a general guideline. City Staff will review the project scope and determine if the project is qualified for plan review by appointment.

| Residential* (not applicable to hillside)  | Criteria   |
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| Addition/Detached ADU/Accessory Structures | First and/or second floor room additions $\leq 1,000\text{ft}^2$ of combined area  |
| Commercial*                                | Criteria   |
| Tenant Improvement**                       | Non-structural interior alterations:<br>Office/Industrial Use <sup>#</sup> $\leq 10,000\text{ft}^2$ .; Retail $\leq 5,000\text{ft}^2$ .; Restaurant <sup>^</sup> $\leq 2,000\text{ft}^2$ |
| Non-high Piled Storage Racks <sup>#</sup>  | Top of stored product not exceeding 12ft height and max. 2 rack types  |
| Equipment Anchorage <sup>#</sup>           | Floor mounted and not exceeding 8 pieces of equipment per project  |
| Monument Signs                             | Not exceeding 20ft tall  |

- \* Other minor work may be available for [Express Plan Review](#) if deemed suitable by the Plans Examiner.
- \*\* Projects with larger square footage may be considered for review on a case-by-case basis upon preliminary review.
- # Not applicable to the storage or use of hazardous materials in any amount.
- ^ Approved drawings by Santa Clara County Department of Environmental Health is required prior to review. Restaurant with extensive kitchen equipment work will not qualify.

The following projects will **not** qualify for Plan Review by Appointment:

- Projects involving alterations or modifications to fire-resistive construction or the exiting system.
- Projects involving extensive structural design and/or calculations.
- Projects involving alteration to the structural system of the building such as openings into load bearing walls or into shear walls, changes to the floor structural system, etc.
- Projects involving change of occupancy or construction type.
- Projects requiring Planning entitlements (S-Zone, Conditional Use Permit, etc.). Please call Planning at (408) 586-3279 to determine if Planning entitlement is required for your project.
- Projects located along any natural or improved stream/creek.
- Projects located within special flood hazard area. Please call Land Development at (408) 586-3329 to determine if your project is within special flood hazard area.
- Projects with addition and/or modification to landscaping exceeding 2,500 square feet.
- Projects with modifications to existing recycled water irrigation system.