

# CITY OF MILPITAS

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



## BUILDING PERMIT EXPRESS PLAN REVIEW SERVICE

For your convenience, the City of Milpitas provides Express Plan Review Service (over-the-counter) for qualifying projects. The service is provided on a “first come first serve” basis with no appointment necessary. Hours for Express Plan Review Service are:

Monday, Tuesday, and Wednesday 8:30 AM – 4:00 PM\*  
 Thursday 10:00 AM – 4:00 PM\*

- \* *Structural plan review is only available until 12:00 PM. We strongly recommend arriving at the counter no later than 10:30 AM if your permits require structural plan review.*
- \* *In order to allow time for processing and plan review, we strongly recommend arriving at the counter no later than 3:30 PM if your permits do not require structural plan review.*

### THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PLANS FOR EXPRESS PLAN REVIEW

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

Residential** (not applicable to hillside)	Criteria
Addition/Remodel	Single story addition/remodel with structural changes on ground floor ≤ 600ft <sup>2</sup>
Remodel/Garage Conversion	Interior alteration that do not require structural changes
Detached ADU/Accessory Structures/Patio Cover	Single story on ground floor ≤ 600ft <sup>2</sup> and Planning Commission/City Council approval not required
Commercial**	Criteria
Tenant Improvement	Non-structural interior alterations: Office/Industrial Use <sup>#</sup> ≤ 5,000ft <sup>2</sup> ; Retail ≤ 2,000ft <sup>2</sup> ; Restaurant <sup>^</sup> ≤ 1,000ft <sup>2</sup>
Non-high Piled Storage Racks#	Top of stored product not exceeding 8ft height and max. 2 rack types
Equipment Anchorage#	Floor mounted ≤ 2000lb and not exceeding 2 pieces of equipment per project
Signs	Wall mounted signs and monument sign ≤ 8 ft tall
Demolition	Non-structural interior demolitions

\*\* Other minor work and revision may be available for Express Plan Review if deemed suitable by the Plans Examiner.

# 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 Express Plan Review:

- 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.