



ELECTRONIC COPY OF APPROVED DRAWINGS

As part of the building permit issuance process, the Building and Safety Department requires an electronic copy of approved drawings to be submitted prior to issuance of the Permit Card. The following is the permit issuance process:

1. Pay the permit fees.
2. Job Copy of approved drawings will be issued but Permit Card will not be issued yet.
3. Scan the issued Job Copy of approved drawings into PDF files. Each drawing sheet shall be scanned into one file and each file shall be named the same as the drawing sheet number.
4. Submit scanned electronic copy of the approved drawings to the Permit Center either in a CD or a USB drive, or send a cloud based link to: BuildingPermitCenter@ci.milpitas.ca.gov indicating "Scanned Job Copy" and the Permit Number in the subject line.
5. Once the electronic copy has been verified to be of the correct format, the Permit Center will contact the applicant that the Permit Card is ready for issuance at the Permit Center.