



BUILDING INSPECTION REQUEST PROCEDURES

As your construction project progresses, inspections by city inspectors are required. It is the responsibility of the permit holder or authorized representative to request the city inspections. Please coordinate fire inspections with that department.

TO SCHEDULE AN INSPECTION* (Except Fire Dept.)

CALL THE AUTOMATED INSPECTION REQUEST LINE (IVR) at (408) 586-2797:

- Inspections requested prior to **6:30 am** Monday through Friday will be made the same day, excluding holidays. Requests received after 6:30 am will be scheduled for the next business day.
- When calling the Automated Inspection Request Line, you will need all of the following information:
 - PERMIT NUMBER** (your permit number is located on your permit card).
 - 4 DIGIT INSPECTION CODE** (the codes are listed on your permit card, on the IVR System pocket card or can be downloaded from our web site).
- Be sure to request each type of inspection needed (building, electrical, mechanical, plumbing, etc.) under the parent permit. Please ask if you are not sure which permit to request inspections under.

OR:

GO TO OUR WEB SITE AT <https://trakit.ci.milpitas.ca.gov/etrakit3/> :

- Select "SEARCH PERMIT" under the "PERMITS" heading.
- In the "Search by" drop down 1st field select "Permit Number".
- In the 3rd box enter your permit number and select "Search".
- Double click on your permit number.
- Select "Request Inspection" above the tabs in the permit information box.
- Enter the information requested including contact information, 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 prior to **6:30 am** Monday through Friday will be made the same day, excluding holidays. Requests received after 6:30 am (Monday through Friday) or on a weekend will be scheduled for the next business day.

CANCELING AN INSPECTION. If the requested work will not be ready or if you need to cancel an inspection for any reason, please call the Automated Inspection Request Line **BEFORE 6:30 am** of the day of the inspection. Inspections requested on-line cannot be canceled on-line but may be canceled directly with the assigned inspector by calling their number on page 2 after 7:00 am. Any Inspection may be canceled by calling your assigned inspector prior to arrival or by calling the Permit Center after 8:00 am at (408) 586-3240.

*** BUILDING INSPECTIONS ARE NOT AVAILABLE THURSDAY MORNINGS 7:00 TO 9:00AM AND ANY DAY BETWEEN 12:00 PM AND 12:30 PM**

FOR FIRE DEPARTMENT INSPECTIONS CALL (verify 8-10 working day notice required) ... (408) 586-3380

RE-INSPECTION FEES may be charged when:

- ❑ There is a failure to provide safe access to the site or work including lack of an OSHA approved ladder, minimum Type I with a 250 lb rating, **tied off to the building, installed a minimum of 3 rungs above roof,** in good condition and used in accordance with the manufacturer’s instructions.
- ❑ Repeated requests for inspection without providing access to the site, building, work, or work requested is not ready for inspection.
- ❑ Permits and/or approved plans are not available at the job site at the time of inspection.
- ❑ Work for which the inspection was requested has not been completed or request canceled prior to inspector’s arrival.
- ❑ Previous corrections items written up by an inspector for the work requested for inspection have not been completed.
- ❑ Per previous correction notice upon the requested re-inspection, construction of field revisions are not in compliance with city approved plans or adopted codes, or required submittal of revised plans for review, approval, and issuance has not been accomplished.

BUILDING INSPECTOR NAMES and PHONE NUMBERS:

INSPECTOR	OFFICE PHONE	CELL PHONE
VERN SANDERS (Bldg. Inspection Manager)	(408)586-3251	(408) 422-7123
MIKE MARIANO (Senior Inspector)	(408) 586-3268	(408) 690-9755
GARY KING (Senior Inspector)	(408) 586-3262	(408) 690-9757
GERARDO AMADOR	(408) 586-3242	(408) 690-9752
WESTON GRAY	(408)-586-3245	(408) 649-0228
DAVID LUCERO	(408) 586-3297	(408) 479-1269
CAROL MARTIN	(408)586-3205	(669) 770-5193
TESSA MYERS	(408) 586-3250	(408) 904-9578
LORIN PRESTON	(408) 586-3241	(408) 690-3615
RICK WHALEN	(408) 586-3266	(408) 878-5297

CONSTRUCTION HOURS: No person shall engage or permit others to engage in construction of any building or related road or walkway, pool or landscape improvement or in the construction operations related thereto, including, delivery of construction materials, supplies, or improvements on or to a construction site except within the hours of 7:00 am and 7:00 pm. No construction work shall be conducted or performed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. (MMC V-213-3(b))

SATISFACTION SURVEY: We appreciate your business and your feedback will assist us to improve our services. Please take a few minutes to complete the on-line survey located at the following link:

<https://forms.ci.milpitas.ca.gov/forms/view.php?id=112331>.

All responses are confidential, unless you indicate you would like us to call you back and discuss your issues in detail.

QUESTIONS? Please contact the Building Inspection Manager at (408) 586-3251.