

City of Milpitas Permit Center and Inspection Services Information

Updated August 30, 2021



[The new Order of the Health Officer of the County of Santa Clara](#) requires wearing a well-fitting face covering indoors in public and non-public settings.

Visitors to City facilities will be required to wear face coverings.

Building and Fire Inspection Services

Inspection request

- Please make sure that you have complied with the new County Order.
- For Building inspection request: [Online inspection scheduling](#) or Call 408-586-2797.
- For Fire inspection request: Call 408-586-3380.

Permit Center

Starting Monday August 30, 2021, the Permit Center will be open for in-person services. Appointments will not be required, but will be highly encouraged, especially virtual appointments. Counter in-person service hours will be from 8 AM – 12 PM and 1 PM – 5 PM (closed 12 PM – 1 PM) Monday through Thursday, with limited service from 8 AM – 10 AM on Thursdays. *Please note that the last plan submittal at the Counter will be 4:00 PM. **On Fridays, the Permit Center will be closed to the public and services will be provided virtually.*** Customers can conduct business online or via email or telephone, including inquiries, permit applications, plan submittals, permit issuance, and other services. City staff will continue to respond to all phone calls and emails as soon as possible. Please contact the respective Departments via email or telephone as listed below:

- **Building Safety and Housing:** BuildingPermitCenter@ci.milpitas.ca.gov or 408-586-3240.
- **Planning:** planningdepartment@ci.milpitas.ca.gov or 408-586-3279
- **Engineering Land Development:** khoang@ci.milpitas.ca.gov or 408-586-3329
- **Fire Prevention:** FirePreventionOffice@ci.milpitas.ca.gov or 408-586-3365

Permit Center service options:

- **Website general information**
 - [Building Safety and Housing](#)
 - [Planning](#)
 - [Engineering Land Development](#)
 - [Public Works Utility Engineering](#)
 - [Fire Prevention](#)
- **Permit Center services**
 - Service via email for Permit Center: BuildingPermitCenter@ci.milpitas.ca.gov
 - Service via telephone for Permit Center: 408-586-3240
- **Business License services**
 - [Business license application](#) may be submitted [online](#), via email, or by mail
 - Service via email for Finance Department: MilpitasBLCustomerService@ci.milpitas.ca.gov
 - Service via telephone for Finance Department: 408-586-3100
- **Building Safety and Housing services**
 - [Online permits](#)
 - [Electronic plan submittal](#)
 - [Online permit fee payment](#)
 - [Online plan review status](#)
 - Service via email for Building Safety and Housing: BuildingPermitCenter@ci.milpitas.ca.gov
 - Service via telephone for Building Safety and Housing: 408-586-3240
- **Planning services**
 - Online Permits: Currently Planning Department does not provide online permits. However, please email your queries to planningdepartment@ci.milpitas.ca.gov and the planner on duty will contact you. Please provide your contact information (Name, email address and phone number) and detailed information about the project (e.g. Project address, a detailed project description etc.)
 - [Planning and Zoning Application](#)
 - [Planning Fee Schedule](#)
 - [Check Your Zoning](#)
 - [Ordinance Information](#)
 - Service via email for Planning:
General inquiry: planningdepartment@ci.milpitas.ca.gov
 - Service via telephone for Planning:
General inquiry: 408-586-3279
- **Engineering Land Development services**
 - [Encroachment Permit Issuance/Work within City Street & Right of Way](#)
 - [Flood Insurance Inquiry](#) or Call 408-586-3329
 - Request Record Drawing/Improvement Plan Information: Call 408-586-3329
 - Service via email for Engineering Land Development:
Kenny Hoang (Engineering Aide): khoang@ci.milpitas.ca.gov
Roberto Alonzo (Principal Civil Engineer): ralonzo@ci.milpitas.ca.gov
 - Service via telephone for Engineering Land Development:

Kenny Hoang (Engineering Aide): 408-586-3329
Roberto Alonzo (Associate Civil Engineer): 408-586-3316

- **Public Works Utility Engineering services**
 - Service via [online](#)
 - Service via telephone: 408-586-2600

- **Fire Prevention services**
 - Fire Prevention Questions: 408-586-3365
 - [Fire Prevention permit application](#)
 - Fire Prevention credit card payment:
Please call 408-586-3365 for authorization form.
 - Fire Prevention permit submittals (submittals must include the fire permit application, payment and PDF formatted drawings). Please contact the Fire Prevention Office at 408-586-3365.
 - Service via email for Fire Prevention: FirePreventionOffice@ci.milpitas.ca.gov
 - Service via telephone for Fire Prevention: 408-586-3365

- **Service via teleconference or web conference**
 - Please call the department staff assigned to your project to schedule a conference call.