

CITY OF MILPITAS

Building & Safety Department
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 Milpitas, CA 95035
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INSPECTION CHECKLIST

DESIGN AND CONSTRUCTION ADMINISTRATIVE TASKS

	Code Requirements	Code section	Req'd
A. GENERAL			
1.	Receive mail, correspondence, Encroachment Permits		
2.	Filing		
3.	Distribute correspondence		
4.	Data entry daily		
5.	Keep track of all phone numbers and addresses		
6.	Write correspondence as requested		
7.	Coordinate special testing		
B. ENCROACHMENT PERMITS			
1.	Log in Permit and PTWin Log		
2.	Distribute to Inspector, after assignment		
3.	Receive inspection requests, fill out form and give to inspector		
4.	Upon completion enter in log and PTWin and transmit to Land Development		
5.	Water Meters		
	a. Receive, log, copy, file and distribute to Inspector, Water Service Agreement (WSA) and Meter Set Sheet (MSS).		
	b. Inspector returns MSS packet when meter is set and information is logged		
C. CAPITAL IMPROVEMENT PROJECTS			
1.	Set up project files when project goes to design		
2.	Set up Purchase Order for project		
3.	Plan approval		
4.	Advertisement		
5.	Distribute addendums via fax and certified mail to plan holders		
6.	Bid opening		
7.	Award		
8.	Process acceptance package for Council		
9.	Set up pre-construction meeting room and agenda		
10.	Set up project meeting rooms		
	a. Sign in sheet		
	b. Agenda		
	c. Meeting Minutes		
11.	Log and Process Submittals		

**INSPECTION CHECKLIST
DESIGN AND CONSTRUCTION ADMINISTRATIVE TASKS
(Cont'd)**

Code Requirements		Code section	Req'd
12.	Log and Process Requests for Quotation (RFQ's)		
13.	Log and Process Requests for Payment		
14.	Log and Process Change Order Requests (CCO's)		
	a. Draft CCO upon receipt from Project Inspector and Project Engineer		
	b. Return for review prior to sending to contractor		
	c. Send to contractor for signature		
	d. Upon return from contractor fwd for appropriate signatures		
	e. Upon return of fully executed CCO, distribute executed CCO's		
	Original to City Clerk		
	Copy to Contractor		
	Copy to Purchasing		
	Copy to Inspector		
	Copy to Engineer		
	Copy to File		
	f. Update CCO report to Council		
15.	Log and Process Progress Payment Requests		
	a. Verify money in Purchase Order		
	b. Route Progress Certificate and Report for signatures		
	c. Forward to Finance for payment		
16.	Write correspondence as requested		
17.	Track Notice Of Potential Claims		
18.	Prepare files for archiving		