

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
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COURTESY INSPECTIONS (TEMPORARY PERMITS)

Courtesy Inspections are provided to holders of Temporary Building Permits. Due to the current field inspection workload, the Building & Safety Department may not be able to provide courtesy inspections during **normal business hours** until further notice.

In an effort to assist your project schedule, the Building & Safety Department may provide Courtesy Inspections within the following guidelines:

1. Courtesy Inspections are available on an “staff available basis”. Inspections may have to be done after normal business hours.
2. **ARRANGEMENT:** Each Courtesy Inspection must **FIRST** be arranged with the Senior Building Inspector. Please call (408) 586-3246 a minimum of **72 hours in advance** to discuss your project needs and the availability of inspection staff. **(DO NOT CALL THE INSPECTION LINE.)**
3. **PAYMENT:** A fee for each inspection must be **pre-paid** at the Building Permit Counter **24 hours in advance** **AFTER** you have made arrangements as stated above.
4. A **TEMPORARY BUILDING PERMIT** must be obtained **prior** to start of the work and **prior** to any requests for courtesy inspections.

NOTE: Please review all of the special conditions on the face of the Temporary Building Permit for limitations of work allowed under a Temporary Building Permit.

5. At the first courtesy inspection, the contractor must provide the inspector with a copy of the plans that are being used for construction. (This set of plans will be retained by the inspector and used to record what courtesy inspections were done and what details were used.) These plans will be compared to the city-approved plans and any deviations from the city-approved plans must be corrected.
6. If the contractor chooses to close up the work after a courtesy inspection, it is on “**OWN RISK BASIS.**” If there is a problem with any work that has been closed up, it must be corrected to comply with the city-approved plans. (No structural inspection will be provided. Work beyond exterior walls or roof is not allowed.)
7. No courtesy T-bar ceiling inspections will be provided unless additional approvals have been obtained from the Senior Building Inspector.
8. The City reserves the right to stop granting courtesy inspections if the project condition warrants the need for approved plans prior to continuation of the work.
9. Other special conditions may be set depending on the nature, scope, and size of the project.

If you have any questions on the above, please contact the Senior Building Inspector, Dorsey Wiseman, (408) 586-3246.