

# CITY OF MILPITAS

Building & Safety Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



## INSPECTION PROCEDURE

As your construction project progresses, inspections by City of Milpitas Inspectors is required. It is the responsibility of the person performing the work under the permit to contact the City to schedule inspections.

### **TO SCHEDULE A INSPECTION (Except Fire)**

Inspections are requested and scheduled by either calling the Automated Inspection Request Line (IVR) or by using our web site, both of which are available 24 hours each day.

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

- ❑ Inspections requested by **7:00 am** Monday through Friday will be made the same day, excluding holidays. Requests received after 7:00 am will be scheduled for the next business day.
- ❑ When calling the Automated Inspection Request Line, you will need all of the following information:
  - **A TOUCH-TONE TELEPHONE.**
  - **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 for each different permit (building, electrical, mechanical, plumbing, encroachment, etc.).

#### **OR GO TO OUR WEB SITE AT <http://www.ci.milpitas.ca.gov/etrakit> :**

- ❑ Select "PERMITS".
- ❑ Under Search Field and Operator select "Permit Number".
- ❑ Under Search String enter your permit number and select "Search".
- ❑ Double click on your permit number.
- ❑ Select "Request Inspection" under Actions in the left hand bar.
- ❑ Enter the information requested, 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 before **7:00 am** Monday through Friday will be made the same day, excluding holidays. Calls received after 7:00 am will be scheduled for the next business day.

**CANCELING AN INSPECTION.** If the work will not be ready for inspection or if you need to cancel an inspection for any reason, call the Automated Inspection Request Line **BEFORE 5:00 am** of the day of the inspection. Inspections cannot be canceled on-line.

**\*\*\*\* INSPECTIONS ARE NOT AVAILABLE TUESDAY MORNINGS 8:00 AM TO 10:00 AM \*\*\*\*  
AND ANY DAY BETWEEN 12:00 PM AND 1:00 PM**

**FOR FIRE DEPARTMENT INSPECTIONS CALL (5 working days notice required) .....(408) 586-3380**

**RE-INSPECTION FEES** may be charged when inspections are requested and:

- ❑ There is a failure to provide access to the work site including lack of an OSHA approved ladder, minimum Type I with a 250 lb rating,  **tied off to the building a minimum 3 rungs above roof**, in good condition and used in accordance with the manufacturer's instructions.
- ❑ Permit cards 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.
- ❑ Corrections to the work called for by the inspector have not been made.
- ❑ Construction does not conform to the approved plans and requires submission of revised plans.

**BUILDING INSPECTOR NAMES and PHONE NUMBERS:**

<b>INSPECTOR</b>	<b>OFFICE PHONE</b>	<b>CELL PHONE</b>
JOE ESPINOZA (Inspection Manager)	(408) 586-3250	(408) 422-7123
CHRIS GAMBELIN	(408) 586-3246	(408) 690-9744
GARY KING	(408) 586-3262	(408) 690-9757
GERARDO AMADOR	(408) 586-3242	(408) 690-9752
LORIN PRESTON	(408) 586-3241	(408) 690-3615
MART THURMOND	(408) 586-3249	(408) 690-9753
MIKE MARIANO	(408) 586-3268	(408) 690-9755
ROBERT JOHNSON	(408) 586-3256	(408) 690-2561
ROY SCHABLASKE	(408) 586-3205	(408) 690-9540

**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))

**DEBRIS BOXES:** The City of Milpitas allows contracted debris box haulers to conduct business within the City of Milpitas. You may only select a hauler from the list provided at the following link:  
[http://www.ci.milpitas.ca.gov/resident/recycle/res\\_debris\\_boxes.asp](http://www.ci.milpitas.ca.gov/resident/recycle/res_debris_boxes.asp).

**EXCAVATION AND CUTS:** All trenches and steep soil cuts 5 feet or deeper shall be shored.

**CAL-OSHA PERMIT:** A construction activity permit from the Department of Industrial Relations, Division of Occupational Safety and Health (CAL-OSHA) is required for:

- ❑ Trenches or excavations which are five feet or deeper and into which a person is required to descend.
- ❑ Construction of any building, structure, scaffolding or falsework more than three stories high or the equivalent height (36 feet).
- ❑ Demolition of any building or structure, or dismantling of scaffolding or falsework more than three stories high or the equivalent height (36 feet).
- ❑ Erection or dismantling of vertical shoring systems more than three stories high, or the equivalent height (36 feet).

Even when a permit is not required, all CAL-OSHA regulations shall be complied with including fall protection. For additional information please contact CAL-OSHA at (510) 622-2891 or [www.dir.ca.gov](http://www.dir.ca.gov).

**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:  
<http://www.ci.milpitas.ca.gov/government/building/survey.asp>. All responses are confidential, unless you indicate you would like us to call you back and discuss your issues in detail.

**QUESTIONS?** Contact the Permit Center at (408) 586-3240.