

# 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)



## EXPRESS PLAN CHECK SERVICE

For your convenience the City of Milpitas provides Express Plan Check and permit issuance services (over-the-counter) for qualifying projects. The service is provided on a “first come first serve” basis with no appointment necessary, however you may make an appointment to reduce waiting time. Hours for Express Plan Check and permit issuance are:

Monday, Wednesday, Thursday and Friday  
Tuesday

8:30 AM – 4:00 PM  
10:00 AM – 4:00 PM

Express Plan Checking and permit issuance is performed in the following steps:

1. Building & Safety Department staff will review plans and documents to determine whether or not they are sufficiently complete to qualify for Express service. Please refer to the City handout for your specific project for the plan check submittal requirements.
2. Applicant shall submit all required application forms and pay the Building and Fire Department plan check fees.
3. Reviews by Planning, Engineering and the Fire Department will be made as needed. Once the required departments approve the plans, Building and Safety Department staff will check the plans for compliance with architectural, structural, mechanical, plumbing, electrical and energy provisions of adopted building codes.
3. Upon approval by all divisions and departments of the City, approval by all pertinent outside agencies (Health Department), and payment of required fees, including school impact fees, the requested permit will be issued to either the property owner or a licensed contractor with the proper license classification.

---

### THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PLANS FOR EXPRESS PLAN CHECK

---

1. **RESIDENTIAL PROJECTS:** The following types of residential projects (except those located in the hillside) will generally be accepted for Express plan checking and permit issuance:
  - ❑ **Addition:** A single story room addition on the ground floor that does not exceed 600 s.f.
  - ❑ **Interior Work:** Interior alterations or modifications that do not require structural changes.
  - ❑ **Garage Conversion:** Alteration of a single-family garage to become living space or any other use.
  - ❑ **Patio Cover:** Patio covers excepting those located on hillside lots.
  - ❑ **Accessory Structures:** New single story detached garages, carports, sheds, playhouses, trellises, etc. that do not exceed 500 s.f. and that do not require Planning Commission/City council approval.
  - ❑ **New Roof Framing Over Existing Roof:** New roof framing that does not involve major structural work.
  - ❑ **Outdoor Spa:** An outdoor spa, however a pre-site inspection is required prior to plan check review. Applicant shall submit a completed set of plans and schedule the pre-site inspection at least two days prior to the plan check review time.
  - ❑ **Site Improvements:** Fences that do not require Planning Commission/City council approval.
  - ❑ **Other Minor Work:** Other minor work deemed suitable by the plans examiner for Express plan checking.

❑ **Other requirements:**

- Hillside construction projects requiring Planning Commission and/or City Council approval are not eligible for Express service. However, once the Commission or Council has approved the project it may become eligible for express service.
- If the application requires special Planning, Engineering or Fire Department review, it may not be checked by the EXPRESS method.

**2. COMMERCIAL and INDUSTRIAL PROJECTS:**

- ❑ **Office spaces:** Non-structural interior modifications and alterations not exceeding 5,000 s.f. of improved space.
- ❑ **Retail Sales:** Non-structural interior modifications and alterations not exceeding 2,000 s.f. of improved space. Please verify with Planning at (408) 586-3279 that a Use Permit is not required for proposed retail use. **NOTE:** If the project is located inside the Great Mall, the drawings must be approved by the Mall prior to review by the City, and the approved drawings must be included in the submittal package to the City.
- ❑ **Restaurants:** Non-structural interior modifications and alterations not exceeding 1,000 s.f. of improved space. **NOTE:** The drawings must be approved by the Santa Clara County Department of Environmental Health and the San Jose/Santa Clara Water Pollution Control Plant prior to being reviewed by the City, and the approved drawings must be included in the submittal package to the City.
- ❑ **Industrial uses:** Non-structural Interior modifications and alterations not exceeding 5,000 s.f. of improved space when such areas do not involve storage or use of hazardous materials.
- ❑ **Other requirements:** To meet criteria for Express plan checking and permit issuance, projects shall be limited to those that:
  - Do not contain or utilize the storage or use of hazardous materials in any amount in the tenant space.
  - Contain no provisions to alter the structural system of the building such as openings into load bearing walls or into shear walls, changes to the floor structural system, etc.
  - Do not provide for alterations or modifications to fire-resistive construction or the exiting system.
  - Do not involve extensive structural design and/or calculations.
  - Do not require changes to more restrictive occupancies (i.e. retail to a restaurant, etc).
  - Do not require changes to type of construction.
  - Do not require approvals by outside agencies, including the management at the Great Mall, the Santa Clara County Department of Environmental Health, and the San Jose/Santa Clara Water Pollution Control Plant, unless approvals are provided at time of submittal.
  - Do not requiring Planning entitlements (S-Zone, Conditional Use Permit, etc).
  - Are not located along any natural or improved stream/creek.
  - Are not located within special flood hazard area. Call Engineering at (408) 586-3329 to determine if your project is within special flood hazard area.
  - Do not require additional and/or modification to landscaping exceeding 2500 square feet.
  - Do not make modifications to existing recycled water irrigation system.
  - Do not involve construction of a trash enclosure.
  - Do not have more than 2,700 square feet of demolition work, unless Part I of demolition recycling report is submitted (See Demolition Permit Submittal Requirements).