

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



OVERTIME PLAN CHECK

The City of Milpitas offers a Fast Track/Overtime Plan Check Service for many types of projects. If this service is selected by the applicant and ultimately provided by the City, it will reduce the normal submittal plan check turnaround time by approximately one half.

Here is how the process works:

- 1) After reading this information, please use the form on Page 2 to apply for Overtime Plan Check Services.
- 2) The Permit Center staff will screen your plans to determine whether they are complete and qualify for the Overtime Plan Check Service.
- 3) All plan checkers assigned to the project will be asked if they are willing to meet the shortened review schedule. If they agree, the project will be scheduled for overtime review.
- 4) If your submittal is reviewed by any Department on an overtime basis in order to meet the shortened review schedule, the overtime charges below will be added to the fees due and must be paid prior to issuance of the Building Permit.

Building & Safety Department \$266.50/hr (2 hrs min).

Engineering Division \$232.16/hr.

Planning Division \$232.16/hr.

Fire Department \$252.15/hr (3 hrs min).

- 5) All overtime will be performed on a *personnel available basis*. If one or more plan reviewers are unable to meet the Fast Track schedule, then the project will be reviewed on a normal turnaround schedule.
- 6) Subsequent rechecks will also be handled on an overtime basis unless the applicant instructs the Permit Center staff to revert to the normal turnaround schedule at time of the resubmittal.
- 7) **Please note that the overtime plan check fees are in addition to the normal plan check and permit fees.**

The following additional criteria will be used to qualify for the Overtime Plan Check Service:

- 1) Any applicable special Planning Commission/City Council condition of approval relative to the building permit must be met prior to permit issuance.
- 2) A change in land use cannot be required.
- 3) Work must be within the existing building footprint.
- 4) Only interior work and/or very minor exterior work to building facade that can be approved by the Planning staff.
- 5) Projects involving hazardous materials are limited to: above ground tanks; underground tank enclosure and process piping closure and installation; process tool replacement; nitrous oxide systems; toxic gas monitoring; tool fit up and replacement. Note: Large projects will require a pre-submittal meeting with the hazardous materials plan checker for familiarization with the project.



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BUILDING AND SAFETY DEPARTMENT

455 East Calaveras Boulevard, Milpitas, CA 95035-5479 – Tel. 408.586.3240, Fax 408.586.3285

www.ci.milpitas.ca.gov

REQUEST FOR OVERTIME PLAN CHECK SERVICE

Date: _____

Plan Check No: _____

To: Chief Building Official

I, _____, request overtime plan check service for the project listed above and located at _____. This project qualifies as described on page one of this handout. I accept responsibility for payment of the additional overtime fees that will be due from Building, Planning, Engineering and Fire Departments.

Signature of applicant

Name: _____

Title: _____

Company: _____

Telephone Number: _____