



**City of Milpitas
Building And Safety Division**

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Activating Permits to “Close out”

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Approved By:

Policy for Reactivating Permits to “Close Out”

The following procedure will be used and appropriate fees collected when reactivating a permit to “Close Out” a project.

- 1) If all inspections up to sheet rock (including rough electrical and/or rough plumbing) have been made, a re-issuance fee for each permit and a two-hour standard inspection fee is required. When fees are paid a final inspection will be scheduled.
- 2) If the rough electrical, the rough plumbing, or the frame inspection have not been made, and the work has not been suspended or abandoned exceeding 360 days, half of the original permit fee shall be collected per Section II-1-19.04 of the City of Milpitas Municipal Code. If the suspension or abandonment exceeds 360 days, the fees shall be that required for a new permit. Note this may also require a new plan check fee and resubmittal.
- 3) Field Inspectors shall determine if any portion of the un-inspected work is to be exposed in order to make the proper inspection.