

CITY OF MILPITAS

Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.milpitas.gov



OCCUPANCY PERMIT APPLICATION

- Instructions:**
1. All questions must be answered or designated not applicable (N/A) as appropriate.
 2. Applicants are required to declare under penalty of perjury that the statements made herein are true.

PLEASE TYPE OR PRINT CLEARLY IN INK

Business Name: _____

Business Street Address: _____ Suite: _____ Milpitas, CA 95035

Mailing Address: _____

Business Phone: _____ Fax: _____ Cell: _____

Business Owner Name: _____

Email Address: _____ Date Business Starts or Started: _____

1. Please check your business type:

- ☐ Office General ☐ Warehouse/Storage ☐ Restaurant ☐ Retail Store ☐ Childcare
- ☐ Medical or Dental ☐ Manufacturing ☐ Religious Assembly ☐ School or Training ☐ Beauty Salon
- ☐ Other (please briefly describe): _____

1a. Please briefly describe your business operations: _____

2. Is your business the same type of business as the previous business at this address? ☐ Yes ☐ No

Please briefly describe the previous business: _____

3. Is your business a:

- ☐ New ownership of an existing business ☐ New business in the City of Milpitas ☐ Change of business name with same ownership

4. How many square feet is your space? _____

5. Is your business new to Milpitas? ☐ Yes ☐ No

If yes, are you relocating from another city? ☐ Yes ☐ No If yes, which city are you relocating from? _____

6. Are you relocating within Milpitas? ☐ Yes ☐ No If yes, what was your previous address? _____

7. Are hazardous materials to be used or stored in conjunction with your business? ☐ Yes ☐ No

If yes, please describe: _____

If you are unsure or wish additional information, please contact the Fire Prevention Bureau at 408-586-3365

8. Will you be installing a new sign? ☐ Yes ☐ No

PLEASE NOTE: If you will be installing or replacing a sign, you will need to obtain separate planning and building permits.

9. Is the building equipped with fire sprinklers? ☐ Yes ☐ No

10. Will you be doing any construction, making any alterations to the space, or installing shelving over 5'-9" high, or installing equipment?

☐ Yes ☐ No

If yes, please describe: _____

PLEASE NOTE: No building, structure, or building service equipment regulated by the Milpitas Municipal Code and the Title 24 codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the Building Official.

11. Are you required to have permits or clearances from any of the following agency to operate your business at this location?

If you are unsure or wish additional information, please contact the agency at the number listed below.

County Hazardous Materials ☐ Yes ☐ No 408-586-3365

San Jose/Santa Clara Water Pollution Control ☐ Yes ☐ No 408-793-5300

County Department of Environmental Health ☐ Yes ☐ No 408-918-3400

If yes is checked to any of the above, a Certificate of Occupancy cannot be issued until the appropriate clearances have been submitted to the Office of Building Safety.

12. What is the SIC Code for your business (see list attached): _____

The following wastewater discharge will occur at the above business address:

☐ DOMESTIC SANITARY SEWAGE ONLY (Sanitary sewage is wastewater from toilets and hand-washing sinks).

Estimated domestic waste discharge to sanitary sewer is _____ gallons per day.

☐ COMMERCIAL/INDUSTRIAL WASTE (Commercial wastewater is any discharge other than domestic sewage).

Estimated commercial/Industrial waste discharge to sanitary sewer is _____ gallons per day.

PERMIT FEE:

☐ New business or existing business with new ownership (Fees shown are as of July 1, 2024, please see the [2024-2025 City of Milpitas User and Regulatory Fee Schedule](#) online for current fees):

TENANT SPACE ≤ 400 SQ FT

FIRE DEPARTMENT INSPECTION	\$321.00
BUILDING & SAFETY INSPECTION	\$245.00
COMMUNITY PLANNING FEE	\$12.25
PLANNING FEE	\$133.50
PERMITTING AUTOMATION FEE	\$26.58
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	\$738.33*

TENANT SPACE >400 SQ FT

FIRE DEPARTMENT INSPECTION	\$321.00
BUILDING & SAFETY INSPECTION	\$735.00
COMMUNITY PLANNING FEE	\$36.75
PLANNING FEE	\$133.50
PERMITTING AUTOMATION FEE	\$45.20
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	\$1271.45*

☐ Change of business name with same ownership:

OCCUPANCY CERTIFICATE REPRINT	\$68.00
PLANNING FEE	\$133.50
PERMITTING AUTOMATION FEE	\$5.07
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	\$206.57*

*A 2.4% credit card transaction fee will be applicable when paying online or with a credit card.

The information contained herein is familiar to me and to the best of my knowledge, accurate and complete. I further certify that the wastewater discharged to the sanitary sewer system from this business will be as represented by the above disclosure. I also understand the obligation to notify City of Milpitas Engineering Division should my wastewater discharge change.

APPLICANT SHALL BE THE OPERATOR OF THE BUSINESS

Applicant Name (print): _____ Title: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Planning Approval (Print): _____ Land Use Zone: _____

Planning Signature: _____ Date: _____

Conditions of Use: _____ Permit No.: B-OC ____ - _____

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STANDARD INDUSTRIAL CLASSIFICATION (SIC)

SIC # CLASSIFICATION

0742	VETERINARY
1520	BUILDING CONSTRUCTION
2431	WOODWORKING SHOPS
3079	PLASTIC, CHEMICALS
3272	CONCRETE MANUFACTURING
3440	METAL FABRICATOR
3470	PLASTIC SHOPS
3541	MACHINE SHOPS
3676	ELECTRONIC ASSEMBLIES
4224	MINI STORAGE WAREHOUSES
5074	PLUMBING SUPPLY
5261	FLORIST
5390	RETAIL
5411	GROCERIES, MARKETS
5461	BAKERIES, DONUT SHOPS
5510	AUTO DEALERS
5540	GAS STATIONS
5710	HOME FURNISHINGS, FLOOR COVERINGS, APPLIANCES
5730	RADIO, TV & MUSIC STORE
5812	EATING PLACE/RESTAURANT & FAST FOOD
5912	DRUG STORES, PHARMACIES
5931	AUTO WRECKERS
6020	BANKS
6310	LIFE INSURANCE SERVICES
6360	TITLE INSURANCE SERVICES

SIC # CLASSIFICATION

6510	REAL ESTATE SERVICES
7010	HOTELS, MOTELS
7210	DRY CLEANERS
7215	COIN OPERATED LAUNDRIES
7230	BEAUTY PARLORS
7240	BARBER SHOPS
7299	PERSONNEL SERVICES, EMPLOYMENT AGENCIES
7231	BEAUTY SHOP
7241	BARBER
7332	BLUEPRINT SERVICES
7370	COMPUTER PROGRAMMING, DATA PROCESSING SERVICE
7384	PHOTO DEVELOPING
7394	TOOL & EQUIPMENT RENTAL
7530	AUTOMOTIVE REPAIR SHOPS
7531	AUTO BODY SHOP
7542	CAR WASHES
7620	ELECTRICAL REPAIR SHOPS
7832	INDOOR MOVIE THEATER
7930	BOWLING ALLEYS
7997	HEALTH STUDIOS
8000	OFFICE BUILDINGS
8010	MEDICAL CLINICS
8015	DENTAL CLINICS
8351	DAY CARE, NURSERY SCHOOL
8361	BOARD & CARE HOME
8660	CHURCHES
8710	ENGINEERING, ARCHITECTURAL & SURVEYING SERVICES

IF SIC CLASSIFICATION IS NOT LISTED ABOVE, CONTACT SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL AT 408-793-5300.

OR GO TO OSHA.GOV/DATA/SIC-SEARCH FOR A COMPLETE LIST OF CODES