

# CITY OF MILPITAS

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



## PLAN REVIEW TURNAROUND TIME

The following is the **estimated** time it can take to complete the plan review process for initial submittal and subsequent resubmittals. The actual time is relative to the requirements of each project and the completeness of the submittal.

**Incomplete submittals will extend the overall review time.** Note that the times shown are approximate and will vary depending on workload and staffing levels during the year. Every effort is made by staff to meet the target turnaround times.

Project Type	Target Turnaround Time (Business Days)	
Single Family or Duplex Residential	Initial submittal	Resubmittal
New Custom Homes	30	25
Demolition*/Grading	20	15
Site Improvement	25	20
Addition/Remodel/Attached ADU* <sup>^</sup>	20	15
Detached ADU/Accessory Structures* <sup>^</sup>	20	15
Miscellaneous Construction*	15	12
Commercial and Multifamily Residential	Initial submittal	Resubmittal
Development Projects	30 (1 <sup>st</sup> & 2 <sup>nd</sup> Submittal)	25
New Shell Building/Addition	30	25
Demolition*/Grading	25	15
Site Improvement	30	25
Tenant Improvement* <sup>^</sup> ≤ 10,000 sq. ft	20	15
Tenant Improvement > 10,000 sq. ft	25	20
Equipment/Storage Racks/Pools/Spas/Sign* <sup>^</sup>	20	15
Other Work Not Listed <sup>#</sup>	30-15	25-12
Revision/Deferred Submittal* <sup>#^</sup>	25-15	20-12

<sup>#</sup> Target turnaround time varies depending on the scope of work and will be determined upon submittal.

\* [Express Plan Review \(Over-the-Counter\)](#) service may be available for qualifying projects for over-the-counter review and permit issuance.

<sup>^</sup> [Plan Review by Appointment](#) may be available for qualifying projects for review with Project Designer's attendance in the appointment.

[Expedited Plan Review \(Overtime\)](#) service may be requested if the applicant would like to reduce the turnaround time by approximately ½ of the target turnaround time depending on staff availability. Please contact the Permit Center at (408) 586-3240 for more information.