

CITY OF MILPITAS

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



EXPEDITED PLAN REVIEW (OVERTIME)

The City of Milpitas offers an Expedited Plan Review 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 review 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 Expedited Plan Review Services.
- 2) Submit the filled and signed form as part of the submittal package during the [Online Plan Submittal](#) process.
- 3) Email to Building Permit Center at BuildingPermitCenter@milpitas.gov with the subject line indicating Expedited Plan Review Request with the online submittal confirmation no. received in Step 2.
- 4) The Permit Center staff will screen your plans to determine whether they are complete and qualify for the Expedited Plan Review Service.
- 5) All plan reviewers assigned to the project will be asked if they are willing to meet the expedited review schedule. If they agree, the project will be scheduled for expedited review.
- 6) All expedited review will be performed based on *staff availability*. If one or more plan reviewers are unable to meet the expedited review schedule, then the applicant can choose to either have part of the project reviewed on an expedited schedule or have the entire project reviewed on a normal review schedule.
- 7) If your submittal is reviewed by any Department on an overtime basis in order to meet the expedited review schedule, the overtime charges below will be added to the fees due and must be paid prior to issuance of the Building Permit. **Please note that the expedited plan review fees are in addition to the normal plan review and permit fees.**

***These fees are based on the [2024-2025 City of Milpitas User and Regulatory Fee Schedule](#) and are subject to change without noticed based on the ruling of the Milpitas City Council.**

Building Safety	\$299.00/hr. (2 hrs. min)
Engineering Division	\$246.00/hr.
Planning Division	\$267.00/hr.
Fire Department	\$377.00/hr. (3 hrs. min)

- 8) Expedited plan review for subsequent rechecks will also be based on staff availability. The applicant shall confirm with the Permit Center if expedited plan review is available at each resubmittal.

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**EXPEDITED
PLAN REVIEW
(OVERTIME)**

REQUEST FOR EXPEDITED PLAN REVIEW SERVICE

Date: _____

Application Confirmation No./Plan Check No.: _____

To: Building Official

I, _____, request expedited plan review service for the project listed above and located at _____. I accept responsibility for payment of the additional overtime fees that will be due from Building Safety, Planning, Engineering and Fire Departments.

Signature of applicant

Name: _____

Title: _____

Company: _____

Telephone Number: _____