

CITY OF MILPITAS

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



EXPRESS PLAN REVIEW (OVER-THE-COUNTER)

For your convenience, the City of Milpitas provides Express Plan Review service (over-the-counter) for qualifying projects. The service is provided on a “first come first serve” basis with no appointment necessary. Hours for Express Plan Review Service are:

Monday, Tuesday, Wednesday, Friday

8:30 AM – 4:00 PM*

Thursday

10:00 AM – 4:00 PM*

** Structural plan review is only available until 12:00 PM. We strongly recommend arriving at the counter no later than 10:30 AM if your permits require structural plan review.*

** In order to allow time for processing and plan review, we strongly recommend arriving at the counter no later than 3:30 PM if your permits do not require structural plan review.*

Please bring one set of hard copy and a digital copy (flash drive/USB) of the plan set and documents for initial and all subsequent submittals. All resubmittals must be submitted in person over the counter.

THE FOLLOWING CRITERIA WILL BE USED TO QUALIFY PLANS FOR EXPRESS PLAN REVIEW

The following criteria is only a general guideline. City Staff will review the project scope and determine if the project is qualified for express plan review.

Residential** (not applicable to hillside)	Criteria
Addition/Remodel	Single story addition/remodel with structural changes on ground floor $\leq 600\text{ft}^2$
Remodel/Garage Conversion	Interior alteration that does not require structural changes
Detached ADU/Accessory Structures/Patio Cover	Single story on ground floor $\leq 600\text{ft}^2$ and Planning Commission/City Council approval not required
Commercial**	Criteria
Tenant Improvement	Non-structural interior alterations: Office/Industrial Use [#] $\leq 5,000\text{ft}^2$; Retail $\leq 2,000\text{ft}^2$; Restaurant [^] $\leq 1,000\text{ft}^2$
Non-high Piled Storage Racks [#]	Top of stored product not exceeding 8ft height and max. 2 rack types
Equipment Anchorage [#]	Floor mounted $\leq 2000\text{lb}$ and not exceeding 2 pieces of equipment per project
Signs	Wall mounted signs and monument signs $\leq 8\text{ ft}$ tall
Demolition	Non-structural interior demolitions

** Other minor work and revision may be available for Express Plan Review if deemed suitable by the Plans Examiner.

[#] Not applicable to the storage or use of hazardous materials in any amount.

[^] Approved drawings by Santa Clara County Department of Environmental Health is required prior to review. Restaurant with extensive kitchen equipment work will not qualify.

The following projects will **not** qualify for Express Plan Review:

- Projects involving alterations or modifications to fire-resistive construction or the exiting system.
- Projects involving extensive structural design and/or calculations.
- Projects involving alteration to the structural system of the building such as openings into load bearing walls or into shear walls, changes to the floor structural system, etc.
- Projects involving change of occupancy or construction type.
- Projects requiring Planning entitlements (S-Zone, Conditional Use Permit, etc.). Please call Planning at (408) 586-3279 to determine if Planning entitlement is required for your project.
- Projects located along any natural or improved stream/creek.
- Projects located within special flood hazard area. Please call Land Development at (408) 586-3329 to determine if your project is within special flood hazard area.
- Projects with addition and/or modification to landscaping exceeding 2,500 square feet.
- Projects with modifications to existing recycled water irrigation system.