

CITY OF MILPITAS

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ELECTRONIC SUBMITTAL REQUIREMENTS

This document consists of three parts:

- Part - 1: Application Information
- Part - 2: Electronic Submittal Documents File Standards
- Part - 3: Re-submittal Requirements

PART - 1: APPLICATION INFORMATION

- a) Go to <https://eplan.ci.milpitas.ca.gov/Portal>
- b) Log into your account by entering your username and password.
- c) Enter a **Permit Type** (use the drop-down menu to select a Building Permit, Alternate Materials & Methods, Deferred Submittal, Revision or Unreasonable Hardship application)
- d) Enter a **Project Address and Description** using the format as follows:
Indicate the project address and followed by project description, e.g. 123 Main St - Kitchen remodel, 234 Main St – Happy Buffet Tenant Improvement. Note that project description for different projects submitted under the same account shall be different.
- e) Click **Start Application Process** button to continue the application process.

PART - 2: ELECTRONIC SUBMITTAL DOCUMENTS FILE STANDARDS

- a) Drawings:
 - All drawings must be uploaded in PDF format and properly oriented.
 - **Each drawing sheet saved in one file** (For example, if your project has total 23 sheets, there shall be 23 pdf files of drawings.)
 - Each file (drawing sheet) shall be named with the sheet number and sheet name (For example, “A1 - First Floor Plan”)
 - A file with the sheet index named as “**0-Index**” shall be uploaded. Note that filename must start with “0”.
 - A file with the Title Sheet of the entire drawing package named as “**0-Cover Sheet-[Sheet no.]**” (For example, “0 – Cover Sheet – T1”) shall be uploaded. Note that filename must start with “0”.
 - A separate file with all combined drawing sheets shall also be uploaded and named as **“0-[Project Name] – Combined Set”**. (For example, “0 – ABC Residence – Combined Set”) The sheets in the file shall be ordered in the same order as the sheet index. Note that filename must start with “0”.

NOTE: If the entire set does not exceed 20 sheets, one combined file may be submitted in lieu of individual file for each sheet.

b) Documents (structural calculations, soils report, hydrology calculations, etc.):

- All documents must be uploaded in PDF format and properly oriented.
- Each document shall be saved in a separate file.
- Name of the document file shall start with the Cycle no. and followed by the document name. (For example, structural calculations submitted in the 1st cycle shall be named as “**1- Structural calculations**”; structural calculations submitted in the 2nd cycle shall be named as “**2-Structural calculations**”, etc.)

PART - 3: RE-SUBMITTAL REQUIREMENTS

a) Drawings:

- **Complete drawing set as listed in the index** must be resubmitted in the resubmittal package.
- **Any changes to the plans shall be clouded with a delta number** specific to that re-submittal. Any clouds from previous submittals shall be turned off.
- All drawing format requirements as listed in Part 2 above are applicable to re-submittal drawings.

b) Documents:

- **Response letters** with response to each comment for each review discipline shall be submitted. The response letter shall indicate which details, specifications, or calculations show the required information to address the comment.
- If there are changes on the plans that are not part of the response to comments, a separate letter with a detailed narrative identifying the sheet no. and the changes that were made shall be submitted.
- All document format requirements as listed in Part 2 above are applicable to re-submittal documents.