

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.