

# CITY OF MILPITAS

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



# BUILDING INSPECTION REQUEST PROCEDURES

As your construction project progresses, inspections by city inspectors are required. It is the responsibility of the permit holder or authorized representative to request the city inspections. Please coordinate fire inspections with that department.

## TO SCHEDULE AN INSPECTION\* (Except Fire Dept.)\*\*

### **CALL THE AUTOMATED INSPECTION REQUEST LINE (IVR) at (408) 586-2797:**

- Inspections requested\* by **6:30 am** Monday through Friday will be made the same day, excluding holidays. Requests received in our system after 6:30 am will be scheduled for the next business day.
- When calling the Automated Inspection Request Line, you will need all of the following information:
  - **PERMIT NUMBER** (your permit number is located on your permit card).
  - **4 DIGIT INSPECTION CODE** (the codes are listed on your permit card, on the IVR System pocket card or can be downloaded from our web site).
- Be sure to request each type of inspection needed (building, electrical, mechanical, plumbing, etc.) under the parent permit. Please ask if you are not sure which permit to request inspections under.

**OR:**

### **GO TO OUR WEB SITE AT <https://trakin.ci.milpitas.ca.gov/etrakin3/> :**

- Select “SEARCH PERMIT” under the “PERMITS” heading.
- In the “Search by” drop down 1<sup>st</sup> field select “Permit Number”.
- In the 3<sup>rd</sup> box enter your permit number and select “Search”.
- Double click on your permit number.
- Select “Request Inspection” above the tabs in the permit information box.
- Enter the information requested including contact information, select the Inspection Type, Date and Time then select “add inspection”.
- If everything is correct, select “Submit”.
- You will receive an email confirming your inspection.
- Inspections requested\* by **6:30 am** Monday through Friday will be made the same day, excluding holidays. Requests received after 6:30 am (Monday through Friday) or on a weekend will be scheduled for the next business day.

**CANCELING AN INSPECTION.** If the requested work will not be ready or if you need to cancel an inspection for any reason, please call the Automated Inspection Request Line **BEFORE 6:30 am** of the day of the inspection. Inspections requested on-line cannot be canceled on-line but may be canceled directly with the assigned inspector by calling their number on page 2 after 7:00 am. Any inspection may be canceled by calling your assigned inspector prior to arrival or by calling the Permit Center after 8:00 am at (408) 586-3240.

**\* BUILDING INSPECTIONS ARE NOT AVAILABLE THURSDAY MORNINGS 7:00 TO 10:00AM  
AM Inspection Request: 08:00am to 12:00pm PM Inspection Request: 12:00pm to 3:00pm**

**\*\*FOR FIRE DEPARTMENT INSPECTIONS CALL (8-10 business day notice required) ... (408) 586-3380**  
*If the permit requires Fire Department inspection, please schedule and complete Fire inspection before scheduling Building final inspection.*

**RE-INSPECTION FEES** may be charged when:

- There is a failure to provide safe access to the site or work including lack of an OSHA approved ladder, minimum Type I with a 250 lb rating, **tied off to the building, installed a minimum of 3 rungs above roof**, in good condition and used in accordance with the manufacturer's instructions.
- Repeated requests for inspection without providing access to the site, building, work, or work requested is not ready for inspection.
- Permits and/or approved plans are not available at the job site at the time of inspection.
- Work for which the inspection was requested has not been completed or request canceled prior to inspector's arrival.
- Previous corrections items written up by an inspector for the work requested for inspection have not been completed.
- Per previous correction notice upon the requested re-inspection, construction of field revisions are not in compliance with city approved plans or adopted codes, or required submittal of revised plans for review, approval, and issuance has not been accomplished.

**BUILDING INSPECTOR NAMES and PHONE NUMBERS:**

<b>INSPECTOR</b>	<b>OFFICE PHONE</b>	<b>CELL PHONE</b>
VERN SANDERS (Bldg. Inspection Manager)	(408) 586-3251	(408) 422-7123
GARY KING (Senior Inspector)	(408) 586-3262	(408) 690-9757
RICK WHALEN (Senior Inspector)	(408) 586-3266	(408) 878-5297
WESTON GRAY (Senior Inspector)	(408) 586-3245	(408) 649-0228
LORIN PRESTON	(408) 586-3241	(408) 690-3615
TESSA MYERS	(408) 586-3296	(408) 904-9578
ROBERT JOHNSON	(408) 586-3297	(408) 502-3324
MATTHEW SHIH	(408) 586-3205	(669) 308-6491
JACOB STOCKE	(408) 586-3243	(669) 235-1083

**CONSTRUCTION HOURS:** No person shall engage or permit others to engage in construction of any building or related road or walkway, pool or landscape improvement or in the construction operations related thereto, including, delivery of construction materials, supplies, or improvements on or to a construction site except within the hours of 7:00 am and 7:00 pm. No construction work shall be conducted or performed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. [MMC V-213-3(b)]

**SATISFACTION SURVEY:** We appreciate your business, and your feedback will assist us to improve our services. Please take a few minutes to complete the survey from the Permit Center.

All responses are confidential, unless you indicate you would like us to call you back and discuss your issues in detail.

**We perform combination inspections not individual trade inspections.**

**QUESTIONS?** Please contact the Building Inspection Manager at (408) 586-3251.