

# CITY OF MILPITAS

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



## PRE-CONSTRUCTION MEETING

---

### Welcome to the City of Milpitas,

Your project may require a pre-construction meeting prior to commencement of any work.

To help assure that your project will start smoothly and will be completed on time, please contact Vern Sanders, Building Inspection Manager, by phone at (408) 586-3251 or by E-mail at: [vsanders@milpitas.gov](mailto:vsanders@milpitas.gov) to schedule pre-construction meeting prior to commencement of any work.

**Prior to the start of construction for grading (including rough grading), building demolition or a large building or tenant improvement project, a pre-construction meeting shall be scheduled with the assigned Building Inspector.**

### What is the purpose of a pre-construction meeting?

A pre-construction meeting is the opportunity to begin communication and problem solving between City staff and the design/construction team prior to start of the project. At this meeting, the approved plans and documents will be reviewed, and major items discussed by the participants. This meeting will include the mandatory requirements for the project, including on and off-site SWPPP, traffic control, truck access and routes, and any special requirements for the project.

### Who should attend the meeting?

Depending on the scope of the project, the following is a list of possible participants who might be involved in the meeting: owner representative, project Architect, project Engineer, project manager, project superintendent, owner, representative of the special inspection agency, project and Building Inspectors, project Land Development and Traffic Engineers, project Plan Checker, and Fire Department representative.

### Who will arrange the meeting?

The applicant shall arrange this meeting with the assigned Building Inspector prior to start of any work at the site. The Building Inspector will coordinate the attendance of the required City staff. The applicant will arrange for the attendance of any other participants.

Please contact the Building Inspection Manager to determine the assigned inspector.

### **Working Together to Complete a Safe and Successful Project**