



**MILPITAS FIRE DEPARTMENT
BUREAU OF PREVENTION**

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Fire Department Plan Check Schedule

The Purpose of this guideline is to provide an estimate of the amount of time required to complete an initial plan review by the Fire department. The actual review time is dependent upon the completeness of the submittal, and the complexity of the project. As a rule, large and complex projects will require more time to review than smaller ones; incomplete submittals may not be approved. During the periods of peak demand, the estimated time may be exceeded. We will do our best to adhere to the schedule indicated.

The Fire department issues plan review approvals with conditions; it is imperative these are reviewed and complied with in order to obtain a timely sign-off and approval.

<u>PROJECT TYPE</u>	<u>ESTIMATED TIME FOR COMPLETION</u>
Hood & Duct	10 days
Fixed Extinguishing System	15 days
Underground Fire Line	15 days
Residential Sprinkler Installation	15 days
Day Care	10 days
Tents	10 days
Fire Alarm Systems	15 days
Sprinkler System	15 days (depending upon project size and complexity)
Sprinkler System <20 heads	5 days
Revisions	10 days (depending upon project size and complexity)
Resubmittals	10 days (depending upon project size and complexity)
Hazardous Material Tool Installations	15 days (depending upon project size and complexity)
Hazardous Material Closures	10 days (depending upon project size and complexity)

If this schedule does not meet your needs, you may request an “after-hours” plan review to expedite the process. Charges for this service are \$363.00 per hour with a 3-hour minimum, and are completed at staff’s availability. If you choose to expedite your review, please inquire with the Fire Protection Engineer and/or Hazardous Materials Inspector whether your request can be accommodated.