

Date: _____ Building Permit No. _____ Fire Record No. _____

Milpitas Fire Department Project Transmittal Sheet – (Effective 7-1-2025 to 2-15-2026)

Please complete form. Choose the category(ies) below that represents the permit type. Calculate fees due and submit payment to the Finance Department. One copy of this form with receipt must accompany plans. **Plans will not be reviewed without fee payment. CREDIT CARD IS ACCEPTED⁽⁷⁾.** Call 408-586-3365 for questions and/or assistance.

Company Name (Applicant): _____ Contact Person: _____

Co. Address (Applicant): _____ Contact Phone #: _____

City: _____ State: CA Zip Code: _____

Company Phone #: _____ Contact Person E-mail: _____

Project Name (Business): _____

Project Address (Bus. site): _____

Scope of Work: _____

FEES⁽¹⁾ – THE CITY OF MILPITAS RESERVES THE RIGHT TO AMEND THE FEE SCHEDULE

→ LIFE SAFETY (L/S) - (100-3221)		→ LIFE SAFETY CONT. - (100-3221)	
<input type="checkbox"/> Fire Underground Water Systems		<input type="checkbox"/> Miscellaneous Fire Permits Cont.	
<input type="checkbox"/> Underground Lateral - new or replace (each)	\$ 1,601	<input type="checkbox"/> Failure to obtain a permit ⁽²⁾	Double Fees
<input type="checkbox"/> Underground Lateral - repair (each)	\$ 641	<input type="checkbox"/> Revision: 1-hour charge min. or (HR * \$/HR) ⁽⁶⁾	
<input type="checkbox"/> Underground Fire Line – new or repair (per HR) ⁽⁴⁾	See note ⁽⁴⁾	<input type="checkbox"/> Other activities not listed (\$321 or \$377) ⁽⁶⁾	
<input type="checkbox"/> Fire Sprinkler Systems			
<input type="checkbox"/> New, addition, alteration (≤ 2K SF)	\$ 930	→ HAZARDOUS MATERIALS - (100-3220)	
<input type="checkbox"/> New, addition, alteration (> 2K SF) Fee = \$930 + [\$0.24/SF * (Area SF – 2K SF)]	Per fee formula	<input type="checkbox"/> Closures	
		<input type="checkbox"/> Small Facility (without process piping/systems)	\$ 649
		<input type="checkbox"/> Facility w/ process piping/systems (< 4,000 s.f.)	\$ 1,285
		<input type="checkbox"/> Facility w/ process piping/systems (≥ 4,000 s.f.)	s.f. x \$0.33
<input type="checkbox"/> Fire Alarms Systems			
<input type="checkbox"/> Addition, alteration, repair ≤ 5 devices	\$ 641	<input type="checkbox"/> Process/tool closure	\$ 977
<input type="checkbox"/> Addition, alteration, repair 6 to 10 devices (> 10 devices and/or new panel see “new system” below)	\$ 1,281		
<input type="checkbox"/> New system (< 5K SF)	\$ 1,281	Underground Tank	
<input type="checkbox"/> New system (≥ 5K SF) Fee = \$1,281 + [\$0.21/SF * (Area SF – 5K SF)]	Per fee formula	<input type="checkbox"/> Install - 4 tanks system or less	\$ 5,849
		<input type="checkbox"/> Install - Each additional tank (beyond 4)	\$ 656
<input type="checkbox"/> Miscellaneous Fire Permits			
<input type="checkbox"/> Hood and Duct System (each)	\$ 1,281	<input type="checkbox"/> Removal - Tank system, 2 tanks or less	\$ 2,611
<input type="checkbox"/> FM 200, or other fire extinguishing systems (deluge, foam, pre-action, etc.) (each)	\$ 1,281	<input type="checkbox"/> Removal - Each additional tank	\$ 328
<input type="checkbox"/> Tents, canopies, membrane structures 4 or less	\$ 961	<input type="checkbox"/> Miscellaneous Haz Mat Permits	
<input type="checkbox"/> Tents, canopies, membrane structures 5 or more	\$ 1,281	<input type="checkbox"/> Fire Code permit not otherwise listed (2HR)	\$ 642
<input type="checkbox"/> Fire clearance, pre-inspection	H&S Code	<input type="checkbox"/> Alternate Materials & Methods Review (each)	\$ 1,163
<input type="checkbox"/> Temporary Assembly, 50-299 Occupants	\$ 961	<input type="checkbox"/> Failure to obtain a permit ⁽²⁾	Double Fees
<input type="checkbox"/> Temporary Assembly, 300-999 Occupants	\$ 1,601	<input type="checkbox"/> Other activities not listed (\$321 or \$377) ⁽⁶⁾	
<input type="checkbox"/> Temporary Assembly, 1000 or more Occupants	\$ 2,563		
<input type="checkbox"/> Fire Code permit not otherwise listed (2 HR)	\$ 642	→ Fast Track or After Hours, Plan Review or Inspection - (additional fee)⁽³⁾	\$ 1,129 ⁽³⁾
<input type="checkbox"/> Alternate Materials & Methods Review (each)	\$ 1,163		

NOTES:

- (1) The Fire Department reserves the right to evaluate fees paid and make adjustments when necessary.
- (2) Failure to obtain a permit will result in double the standard permit fees.
- (3) Limited to staff availability. Requires prior approval for this service. Fee = OT/HR = \$377, (with 3 HRS minimum charge).
- (4) Please contact the Fire Prevention Division for fire water-line permit fees. Minimum charge is 3 hrs. (\$321/HR).
- (5) Emergency Response Mapping Fee \$ 291.00 (new site - project)
- (6) Standard charge per HR = \$321. For overtime per HR = \$377.
- (7) There is a 2.4% process fee for credit card charges.

TOTAL FEES:

L/S Fire Fees (FDLIFE)	\$
Hazardous Materials Fire Fees (FDHAZ)	\$
Fire Dept. GIS Mapping (FDGIS) ⁽⁵⁾	\$
Fast Track/After Hours (FDFAST)	\$
F. D. Tech Fee, 3.80% of permit (FDAUTO)	\$
Archive Fee (FDELEC)	\$ 25.00
Credit Card Processing Fee 2.4% (FDCCFEE) ⁽⁷⁾	\$
Total Fees for Fire Dept. Process⁽¹⁾	\$

Finance Department Use Only

Date Paid: _____	Total Amount Paid: _____
City of Milpitas Bus. Lic. #: _____	Receipt Number: _____

1 copy to Finance; 1 copy to Fire Department with plans; 1 copy to Applicant

* This transmittal is not a complete list of Fire fees. For a complete list, please contact the Fire Prevention Division.

Form Created: 07-02-2021jrg Revisions: 20260114