

CITY OF MILPITAS

Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.milpitas.gov



KIOSK SUBMITTAL CHECKLIST

Project Address*: _____ **Date:** _____

*All spaces in the Great Mall and Seasons Marketplace, including kiosks, have their own street address. Do not list the address of the leasing office.

In order to process and expedite your request for a Permit, please submit the applicable items listed below and include this checklist in your submittal.

For more detailed information regarding each plan type, refer to the Commercial Plan Requirements handout.

If kiosk is located inside the Great Mall, all drawings must be approved by the Mall management prior to submittal to the City.

- ☐ One (1) complete sets of drawings (22" x 17" min. size) to include:
 - ☐ Architectural
 - ☐ Overall floor plan showing location of Kiosk in the Mall
 - ☐ Detailed floor plan of kiosk with:
 - List a Scope of Work
 - Building data: construction type, square footage, sprinklers & occupancy classification
 - Define space function (i.e., sales area, storage)
 - Show exiting path, doors, and hardware
 - List Accessibility Standards
 - ☐ Elevations
 - ☐ Cross sections
 - ☐ Details & notes
 - ☐ Structural
 - ☐ Required if Kiosk is higher than 6'-0"
 - ☐ Plans as required
 - ☐ Cross sections
 - ☐ Details and notes
 - ☐ Electrical
 - ☐ Mechanical
 - ☐ Plumbing
 - ☐ Title 24 (lighting)
- ☐ 2 sets of Structural Calculations, if required (wet stamped by State of California licensed engineer)
- ☐ Drawings approved by the Great Mall (if applicable)
- ☐ Drawings approved by the Health Department (if applicable)
- ☐ Drawings approved by the Santa Clara Water Pollution Control Plant (if applicable)

Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to the Building Owner or a Licensed Contractor. Tenants must have written authorization from the Owner to obtain Owner-Builder permits. See the [*Authorized Agent Sample Letter*](#).

I have read the preceding and have submitted all the required information.

Print Name:_____ Telephone Number:_____

Signature:_____ Date:_____