

CITY OF MILPITAS

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



OCCUPANCY PERMIT INSPECTION PROCEDURE

Prior to obtaining your Certificate of Occupancy, your space shall be inspected by the Milpitas Fire Department followed by the Milpitas Office of Building Safety. Do not schedule the inspections until everything is complete and your business is ready to open.

FIRE DEPARTMENT INSPECTION

CALL THE FIRE DEPARTMENT INSPECTION LINE AT (408) 586-3380 TO SCHEDULE INSPECTION.

Call at least 5 working days prior to the date you are requesting inspection.

The following are typical items the Fire Department looks for during their inspection:

- ☐ Fire extinguishers:
 - A current 2A10BC type fire extinguisher is required for a maximum area of 3,000 sq ft and must be located within 75 feet of travel distance [CFC 906].
 - For commercial type kitchens, a listed and labeled type 'K' fire extinguisher is required within 30 feet of the cooking appliance and must have an unobstructed travel path [CFC 906.4].
- ☐ Exits:
 - Exits shall remain free and clear of obstructions, including storage [CFC 1032.3, 1032.1(c)].
 - Exit signs must be maintained visible and in good working condition [CFC 1032.4].
 - Exit doors must remain in an operable condition. They shall be openable from the inside without the use of a key or special knowledge. They shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable [CFC 1008.1.9].
- ☐ Electrical:
 - Extension cords shall not be used as a substitute for permanent wiring [CFC 603.6].
 - A minimum clearance of 30" in width, 36" in depth and 78" in height shall be provided around electrical panels. Storage of materials shall not be located within this area. [CFC 603.4].
 - Multiplug adapters must be labeled as complying with UL 498A and power strips must be labeled as complying with UL 1363 [CFC 603.5.1].
 - Multiplug adapters and power strips must directly connect to a permanent outlet and may not be "daisy-chained" [CFC 603.5.2].
- ☐ Combustible storage, weed, rubbish, refuse control and abatement:
 - Combustible materials shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms [CFC 315.3.3].
 - Combustible storage shall be located 2 feet below ceiling and 18 inches below sprinkler heads [CFC 315.3.1].
 - Dumpsters shall not be located within 5 feet of combustible walls, building openings or combustible roof eave lines [CFC 304.3.3].
- ☐ Maintenance of fire protection and life-safety systems:
 - Portable fire extinguishers must be serviced annually and immediately after use [19 CCR § 575.1].
 - Fire protection, extinguishing and detection systems, components and appurtenances shall be maintained in an operative condition and shall be replaced or repaired where defective [CFC 901.6].
 - For commercial type kitchens, the hood and duct fire suppression system shall be inspected, serviced, and tagged by a licensed C-16 fire protection contractor every 6 months [CFC 904.4].
- ☐ Assembly occupancies:
 - Any room having an occupant load of 50 or more, and which is used for assembly purposes, shall have the capacity of the room posted in a conspicuous place on an approved sign near the main exit from the room [CFC 1004.9].

OFFICE of BUILDING SAFETY INSPECTION

After the Fire Department has completed their inspection and signed the permit card, and all other inspections have been approved (County Department of Environmental Health, etc.), the permit holder shall contact the Office of Building Safety to schedule an inspection. This can be done by:

1. CALLING THE AUTOMATED INSPECTION REQUEST LINE (IVR) AT (408) 586-2797

- ☐ Inspections requested* by **6:30 a.m.** Monday through Friday will be made the same day, excluding holidays. Requests received in our system after 6:30 a.m. (Monday through Friday) will be scheduled for the next business day.
- ☐ When calling the Automated Inspection Request Line, you will need the following:
 - o **A TOUCH-TONE TELEPHONE.**
 - o **PERMIT NUMBER** (your permit number is formatted as #B-OCXX-XXXX).
 - o **4 DIGIT INSPECTION CODE.** Your code is #1807.

2. OR GO TO OUR WEB SITE AT <https://trakit.ci.milpitas.ca.gov/etrakit3/>:

- ☐ Login to your account
- ☐ Select "Search Permit" under the "Permit" tab.
- ☐ Select "Permit Number" from first drop down menu.
- ☐ Enter your permit number and select "Search".
- ☐ Double click on your permit number.
- ☐ Select "Request Inspection".
- ☐ Enter the information requested, 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 a.m.** Monday through Friday will be made the same day, excluding holidays. Calls received in our system after 6:30 a.m. will be scheduled for the next business day.

INSPECTIONS ARE NOT AVAILABLE THURSDAY MORNINGS UNTIL 9:00 AM
AM Inspection Request: 8:00am to 12:00pm PM Inspection Request: 12:00pm to 3:00pm

CANCELING AN INSPECTION. If you need to cancel an inspection for any reason, call the Automated Inspection Request Line **Prior to 6:30 a.m.** prior to day of the inspection. **Inspections cannot be canceled on-line.** Please call the Office of Building Safety Permit Center after 8:00 am to cancel any inspection prior to inspector's arrival.

CERTIFICATE OF OCCUPANCY

After the permit card has been signed by both the Fire Department and the Office of Building Safety, the card will serve as your temporary Certificate of Occupancy until your permanent certificate arrives in the mail. Please contact Permit Center Staff at (408) 586- 3240 for questions about your printed Certificate of Occupancy.

You will also need to submit a separate Business License application. Submit with the application the required department approvals (signed permit card) and pay any fees, to the finance cashier window at City Hall, 1st floor.

QUESTIONS? Please contact the Permit Center at (408) 586-3240.