



# Backflow Prevention Assembly (BPA) Replacement/New Installation Submittal Checklist

In order to process and expedite your request for a Backflow Prevention Assembly (BPA) replacement/new installation permit(s), please submit the applicable items listed below.

## 1. BPA installed on Irrigation or Domestic Water Service

Please fill out the [Building Permit Application \(PDF\)](#) and email to [BuildingPermitCenter@milpitas.gov](mailto:BuildingPermitCenter@milpitas.gov).

The project description shall include the following information:

- a. Type of Water Service (Irrigation or Domestic)
- b. Meter Number
- c. Existing backflow device size and type to be replaced
- d. Proposed Backflow Prevention Assembly Specification:
  - Device/Pipe Size
  - Device Type (RP; Lead-Free (LF) if serving domestic water service)
  - Manufacturer Name
  - Model Name (City approved Wilkins 975XL3 or Febco LF860. Any models other than these will require written approval from Utility Engineering. Please email the permit application, site map, image of existing backflow device, and the proposed device specifications to Raymond Moreno [rmoreno@milpitas.gov](mailto:rmoreno@milpitas.gov) to obtain written approval.)
- e. Site map showing the location of the meter where the backflow device is serving, and the device model at each device if multiple devices are installed. \* (this can be a google map image with the meter location marked)
- f. Image of existing backflow device, where applicable
- g. Specify the installation will be in conformance with [City Std Dwg No. 734](#) \*\*

Please see below for an example of what the “Project Description” in the permit application should include.

**Example:** Replace (1)-1" Type DC backflow device with (1)-1" Type RP, Lead-Free, Wilkins 975XL3, Serial no. 210659 backflow device on Meter# 10428336 serving domestic water service to be installed in conformance with City Std Dwg No. 734.

\*Please note that if the device will be relocated or a new device is installed on an existing water line, permit application, site map showing the existing and proposed locations of the backflow device, image of existing backflow device, and image of proposed device location shall be submitted to Raymond Moreno [rmoreno@milpitas.gov](mailto:rmoreno@milpitas.gov) for review and approval.

\*\* Please note that if the installation details deviate from City Std Dwg No. 734, permit application, site map, image of existing backflow device, and proposed modified City Std Dwg No. 734 shall be submitted to Raymond Moreno [rmoreno@milpitas.gov](mailto:rmoreno@milpitas.gov) for review and approval. The permit description shall indicate the installation will be in conformance with the attached proposed modified City Std Dwg No. 734.

## 2. BPA installed on Fire Service

Backflow Prevention Assembly installed on fire service shall be submitted for plan review. Please see below Online Submittal Instructions.

Please submit below items in the submittal package:

- a. Site plan showing the following:
  - Location, type (fire service) and meter number of the water meter where the backflow device is serving
  - Location and type of PIV (Post Indicator Valve)
  - Location and type of FDC (Fire Department Connection)
  - All easements (Note that appurtenances shall be inside of the property line and not on any public easement)
  - Existing backflow device size and type to be replaced
  - Proposed Backflow Prevention Assembly Specification:
    - Device/Pipe Size
    - Device Type
    - Manufacturer Name
    - Model Name (Note that any models other than City approved Wilkins 375DA or 475DA will require submittal of manufacturer specifications for City Engineer's review and approval.)
- b. Fire sprinkler hydraulic calculations with the new fire service appurtenances
- c. [City Standard Drawing No. 730](#)

Online Submittal Instructions:

Please submit your application and documents/drawings through the [online submittal system](https://eplan.ci.milpitas.ca.gov/Portal/Login/Index/Milpitas) <https://eplan.ci.milpitas.ca.gov/Portal/Login/Index/Milpitas> and select “**Building Permit**” in the dropdown menu.

After you have completed your upload of the submittal package, please click the “**Submittal Complete – Notify City of Milpitas**” button at the bottom of the pop up window of the Applicant Upload Task to complete your submittal process.