

CITY OF MILPITAS

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



OCCUPANCY PERMIT APPLICATION

- Instructions:**
1. All questions must be answered or designated not applicable (N/A) as appropriate.
 2. Applicants are required to declare under penalty of perjury that the statements made herein are true.

PLEASE TYPE OR PRINT CLEARLY IN INK

Business Name: _____

Business Street Address: _____ Suite: _____ Milpitas, CA 95035

Mailing Address: _____

Business Phone: _____ Fax: _____ Cell: _____

Business Owner Name: _____

Email Address: _____ Date Business Starts or Started: _____

1. Please check your business type:

- ☐ Office General ☐ Warehouse/Storage ☐ Restaurant ☐ Retail Store ☐ Childcare
- ☐ Medical or Dental ☐ Manufacturing ☐ Religious Assembly ☐ School or Training ☐ Beauty Salon
- ☐ Other (please briefly describe): _____

1a. Please briefly describe your business operations: _____

2. Is your business the same type of business as the previous business at this address? ☐ Yes ☐ No

Please briefly describe the previous business: _____

3. Is your business a:

- ☐ New ownership of an existing business ☐ New business in the City of Milpitas ☐ Change of business name with same ownership

4. How many square feet is your space? _____

5. Is your business new to Milpitas? ☐ Yes ☐ No

If yes, are you relocating from another city? ☐ Yes ☐ No If yes, which city are you relocating from? _____

6. Are you relocating within Milpitas? ☐ Yes ☐ No If yes, what was your previous address? _____

7. Are hazardous materials to be used or stored in conjunction with your business? ☐ Yes ☐ No

If yes, please describe: _____

If you are unsure or wish additional information, please contact the Fire Prevention Bureau at 408-586-3365

8. Will you be installing a new sign? ☐ Yes ☐ No

PLEASE NOTE: If you will be installing or replacing a sign, you will need to obtain separate planning and building permits.

9. Is the building equipped with fire sprinklers? ☐ Yes ☐ No

10. Will you be doing any construction or making any alterations to the space, including but not limited to constructing or modifications to partitions or ceilings, or installing or relocating shelving over 5'-9" high, or installing or replacing equipment or kitchen appliances, or any modifications to the electrical, mechanical, plumbing systems such as light fixtures, air ducts, etc.?

☐ Yes ☐ No

If yes, please describe: _____

PLEASE NOTE: No building, structure, or building service equipment regulated by the Milpitas Municipal Code and the Title 24 codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the Building Official.

11. Are you required to have permits or clearances from any of the following agency to operate your business at this location?
If you are unsure or wish additional information, please contact the agency at the number listed below.

County Hazardous Materials ☐ Yes ☐ No 408-586-3365

San Jose/Santa Clara Water Pollution Control ☐ Yes ☐ No 408-793-5300

County Department of Environmental Health ☐ Yes ☐ No 408-918-3400

If yes is checked to any of the above, a Certificate of Occupancy cannot be issued until the appropriate clearances have been submitted to the Office of Building Safety.

12. What is the SIC Code for your business (see list attached): _____

The following wastewater discharge will occur at the above business address:

- ☐ DOMESTIC SANITARY SEWAGE ONLY (Sanitary sewage is wastewater from toilets and hand-washing sinks).

Estimated domestic waste discharge to sanitary sewer is _____ gallons per day.

- ☐ COMMERCIAL/INDUSTRIAL WASTE (Commercial wastewater is any discharge other than domestic sewage).

Estimated commercial/Industrial waste discharge to sanitary sewer is _____ gallons per day.

PERMIT FEE:

- ☐ New business or existing business with new ownership (Fees shown are as of Aug 3, 2026, please see the [2026-2027 City of Milpitas User and Regulatory Fee Schedule](#) online for current fees):

TENANT SPACE < 400 SQ FT

FIRE DEPARTMENT INSPECTION	\$370.00
BUILDING SAFETY INSPECTION	\$252.00
COMMUNITY PLANNING FEE	\$12.60
PLANNING FEE	\$138.00
PERMITTING AUTOMATION FEE	\$29.15
	\$801.75*

TENANT SPACE > 400 SQ FT

FIRE DEPARTMENT INSPECTION	\$370.00
BUILDING SAFETY INSPECTION	\$738.00
COMMUNITY PLANNING FEE	\$36.90
PLANNING FEE	\$138.00
PERMITTING AUTOMATION FEE	\$47.61
	\$1330.51*

- ☐ Change of business name with same ownership:

OCCUPANCY CERTIFICATE REPRINT	\$58.00
PLANNING FEE	\$138.00
PERMITTING AUTOMATION FEE	\$5.24
	\$201.24*

*A 2.4% credit card transaction fee will be applicable when paying online or with a credit card.

The information contained herein is familiar to me and to the best of my knowledge, accurate and complete. I further certify that the wastewater discharged to the sanitary sewer system from this business will be as represented by the above disclosure. I also understand the obligation to notify City of Milpitas Engineering Division should my wastewater discharge change.

APPLICANT SHALL BE THE OPERATOR OF THE BUSINESS

Applicant Name (print): _____ Title: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Planning Approval (Print): _____ Land Use Zone: _____

Planning Signature: _____ Date: _____

Conditions of Use: _____ Permit No.: B-OC ____ - _____

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STANDARD INDUSTRIAL CLASSIFICATION (SIC)

<u>SIC #</u>	<u>CLASSIFICATION</u>	<u>SIC #</u>	<u>CLASSIFICATION</u>
0742	VETERINARY	6510	REAL ESTATE SERVICES
1520	BUILDING CONSTRUCTION	7010	HOTELS, MOTELS
2431	WOODWORKING SHOPS	7210	DRY CLEANERS
3079	PLASTIC, CHEMICALS	7215	COIN OPERATED LAUNDRIES
3272	CONCRETE MANUFACTURING	7230	BEAUTY PARLORS
3440	METAL FABRICATOR	7240	BARBER SHOPS
3470	PLASTIC SHOPS	7299	PERSONNEL SERVICES, EMPLOYMENT AGENCIES
		7231	BEAUTY SHOP
		7241	BARBER
3541	MACHINE SHOPS	7332	BLUEPRINT SERVICES
3676	ELECTRONIC ASSEMBLIES	7370	COMPUTER PROGRAMMING, DATA PROCESSING SERVICE
		7384	PHOTO DEVELOPING
4224	MINI STORAGE WAREHOUSES	7394	TOOL & EQUIPMENT RENTAL
5074	PLUMBING SUPPLY	7530	AUTOMOTIVE REPAIR SHOPS
5261	FLORIST	7531	AUTO BODY SHOP
5390	RETAIL	7542	CAR WASHES
5411	GROCERIES, MARKETS	7620	ELECTRICAL REPAIR SHOPS
5461	BAKERIES, DONUT SHOPS	7832	INDOOR MOVIE THEATER
5510	AUTO DEALERS	7930	BOWLING ALLEYS
5540	GAS STATIONS	7997	HEALTH STUDIOS
5710	HOME FURNISHINGS, FLOOR COVERINGS, APPLIANCES		
5730	RADIO, TV & MUSIC STORE	8000	OFFICE BUILDINGS
5812	EATING PLACE/RESTAURANT & FAST FOOD	8010	MEDICAL CLINICS
5912	DRUG STORES, PHARMACIES	8015	DENTAL CLINICS
5931	AUTO WRECKERS	8351	DAY CARE, NURSERY SCHOOL
6020	BANKS	8361	BOARD & CARE HOME
6310	LIFE INSURANCE SERVICES	8660	CHURCHES
6360	TITLE INSURANCE SERVICES	8710	ENGINEERING, ARCHITECTURAL & SURVEYING SERVICES

IF SIC CLASSIFICATION IS NOT LISTED ABOVE, CONTACT SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL AT 408-793-5300.

OR GO TO OSHA.GOV/DATA/SIC-SEARCH FOR A COMPLETE LIST OF CODES