



COMMERCIAL SUBMITTAL CHECKLIST ON-SITE (PRIVATE) IMPROVEMENTS

Site Improvements include the installation of utility system, parking lots, curbs and gutter, lighting, landscaping, site electrical, site structures, and other non-building improvements on a site. In order to process and expedite your request for a Site Improvement Permit, please submit the applicable items listed below and include this Checklist in your submittal.

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

- Five (5) complete sets of all drawings (36" x 24" min. size) to include:
 - Site Plan.** Show the property lines, easements, all existing and proposed structures, paving, accessibility requirements, dimension for setbacks, adjacent streets with improvements, on site fire hydrants, and other non-building structures.
 - Civil Plans.** Include for reference all improvements required on public right-of-way (curb, gutter, sidewalks, driveways, utilities, etc.). The civil plans shall also include accessibility requirements (Title-24). Storm Water Control (C.3 requirements). Storm Water Pollution Prevention Plan (SWPPP) and/or Best Management Practices (BMP). For grading plans, refer to Grading and Drainage Submittal Requirements.
 - Blue Print for Clean Bay:** Blueprint for a Clean Bay (Sheet CB-1) shall be included in submittal package. This document is available online and is located at http://www.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf.
 - Utility Plans.**
 - Landscape and Irrigation Plans.** Note: the plans must include Ordinance 238 and 240 measures if applicable.
 - Site Electrical Plans.**
 - Tract Map or Parcel Map** (when part of a subdivision). See Engineering Department submittal requirements.
 - Planning Conditions of Approval** (if applicable) included within first 4 (four) sheets of plans.
 - Two (2) complete sets of documentation to include:
 - Landscape Documentation Package** (Ordinance 238 and 240).
 - Specs and Details** for all non-city standard facilities (curbs stops, corp stops, manhole retaining rings, pipe type, catch basins, etc.).
 - Soils Report.**
 - Title Report** (Not more than 90 days old).
 - Boundary Survey** or map of property, or an acceptable legal description if a map is not available.
 - Drainage study** for on-site and off-site tributary areas.
1. Most commercial projects are required to be designed by a licensed California Architect or Engineer. Refer to the handout "*Plans Required to be Designed by an Architect or Engineer*" for more information.
 2. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
 3. Large projects are recommended to have a pre-submittal meeting with the various City Departments to review the project. This will help expedite the approval process. Call the Building & Safety Department at (408) 586-3240 to schedule a meeting.

4. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
5. Plan Check and Fire Department fees must be paid at time of submittal, either by check or credit card (except that fees totaling \$5,000 or more must be paid by check).
6. Fire service drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the site improvement permit submittals.
7. **Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval. Additional fees will be due for each revision at time of submittal. Projects with more than one revision may require the submittal of a “record set” (as-built) drawings prior to final inspection.
8. A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner.
9. If the Property Owner hires workers, State Law requires the Property Owner to obtain Worker’s Compensation Insurance. Proof of this insurance is required prior to start of inspection.