CITY OF MILPITAS
Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov

COMMERCIAL SUBMITTAL CHECKLIST NEW SHELL BUILDING

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below.

For detailed information regarding each plan type, refer to the *"Commercial Plan Requirements New Buildings and Additions"* handout.

- ☐ Five (5) complete sets of drawings (min. 22" x 17") to include the following applicable sheets:
  - ☐ Project information (Title sheet)
  - ☐ 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.
  - ☐ Architectural:
    - ❑ Site plan
    - ❑ Floor plan
    - ❑ Exiting plan
    - ❑ Ceiling plan
    - ❑ Roof plan
    - ❑ Exterior elevations
    - ❑ Cross sections
    - ❑ Accessibility standards
    - ❑ Details & notes
  - ☐ Structural:
    - ❑ Foundation plan
    - ❑ Floor and ceiling framing plans
    - ❑ Roof framing plan
    - ❑ Pre-fabricated roof truss shop drawings (may be deferred)
    - ❑ Wind and seismic lateral bracing
    - ❑ Details and notes
  - ☐ Mechanical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
  - ☐ Electrical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
  - ☐ Plumbing plan with isometric drawing
  - ☐ Demolition plan (may be a separate submittal)
  - ☐ On-site Grading (may be a separate submittal)
  - ☐ On-site Site Improvement plans, including parking, landscaping and trash enclosure design (see separate handout) (may be a separate submittal)
  - ☐ Green/LEED building forms on full size drawing pages
- ☐ 2 copies of Structural Calculations
- ☐ 2 copies of Soils Report
- ☐ 2 copies of T-24 Energy Calculations not included in the plans, 8 ½" x 11"

- ☐ Planning Commission/City Council Conditions of Approval
- ☐ Recycling report (projects with demolition only). See separate demolition handout.
- ☐ Sewer Needs Inquiry form
- ☐ Sewer Needs Questionnaire (if any questions on the "Inquiry" form were answered Yes)
- ☐ 2 copies drawings approved by the Santa Clara Environmental Health Department
- ☐ 2 copies drawings approved by the Santa Clara Water Pollution Control Plant (same drawings as Health Dept.)
- ☐ Off-site Grading and Site Improvements (will be submitted directly to Engineering at the Permit Center)

1. New commercial buildings are required to be designed by a licensed California Architect or Engineer.
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. Permit application for the demolition of any structure at the site shall be submitted and approved either prior to building permit issuance or as a part of the building permit application. It is highly recommended that demolition permit application be submitted as soon as possible in order to avoid any delays in building permit issuance.
6. 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).
7. Fire alarm and fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
8. All new buildings require submittal of the site plan in AutoCAD format to the City to aid the emergency responders with its mapping system.
9. New addresses, if required for either the building shell or individual tenant spaces, must be assigned by the City. Refer to the "*Request for New or Change in Address Numbers*" handout for the application and additional information.
10. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. See "*School Impact Fee*" handout or call 408-635-2600 ext 6022 for additional information.
11. **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.
12. A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner.
13. 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.