

# CITY OF MILPITAS

Building & Housing  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



## COMMERCIAL SUBMITTAL CHECKLIST TENANT IMPROVEMENTS

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" handout for the specific tenant improvement project proposed.

- Five (5) complete sets of drawings (min. 22" x 17") to include the following applicable sheets:
  - Project information (Title sheet) with Scope of the Work
  - 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](http://www.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf).
  - Architectural:
    - Site plan
    - Demolition plan (may be a separate submittal)
    - Floor plan
    - Exiting plan
    - Reflected Ceiling plan
    - Roof plan
    - Exterior elevations
    - Accessibility standards
    - Details & notes
  - Structural details and calculations
  - Mechanical plans with required Title 24 Energy Compliance forms reproduced on full size sheets
  - Electrical plans with required Title 24 Energy Compliance forms reproduced on full size sheets
  - Plumbing plans with isometric drawing
  - Site Improvement plans, if improvements are proposed, including trash enclosure design (see separate checklist)
  - Green/LEED building forms on full size drawing pages for 50,000 or more square feet of improvements
- 2 copies of Structural Calculations
- 2 copies of T-24 Energy Calculations not included in the plans, 8 1/2" x 11"
- Planning Commission/City Council Conditions of Approval
- Signed Bay Area Air Quality Declaration (For projects with demolition. See separate demolition handout: [http://app.ci.milpitas.ca.gov/\\_pdfs/bld\\_permit\\_sr\\_demolition.pdf](http://app.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_demolition.pdf).)
- Recycling report (For projects with demolition. See separate demolition handout.)
- Hazardous Materials Waste Disclosure form, and, if yes, a hazardous material inventory and classifications.
- 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

Milpitas Building & Housing  
Commercial Submittal Checklist Tenant Improvements

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. Large projects with large drawing sets shall be broken down into smaller volumes for submittal. As a guideline, when a complete drawing set in one volume exceeds 350 sheets, the drawings shall be broken down into 3 volumes: Architectural, Structural, MEP (Mechanical, Electrical, Plumbing).
5. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
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. New tenant spaces require new addresses to be assigned by the City. Refer to the "*Request for New or Change in Address Numbers*" handout for the application and additional information.
9. **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.
10. A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner.
11. 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.