

# CITY OF MILPITAS

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



## COMMERCIAL SUBMITTAL REQUIREMENTS TENANT IMPROVEMENTS

The following is a comprehensive list of plans and documents that may be required for building permit application. Depending on the scope of the project, review and approval by other Departments may be required. Please contact Permit Center at (408) 586-3240 for specific requirements of a particular project.

Please check the applicable items included in the submittal package:

- [Building Permit Application](#) (required)
- Five (5) complete sets of drawings (min. 22" x 17")

The drawings shall include the following sheets where applicable:

- Project information (Title sheet) with the Scope of Work
- Architectural:
  - Site plan
  - Demolition plan (may be a separate submittal)
  - Floor plan
  - Exiting plan
  - Reflected ceiling plan
  - Roof plan
  - Elevations
  - Cross-sections
  - Accessibility standards
  - Details & notes
- Structural plans and details
- 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
- LEED checklist on full size drawing pages (required for TI > 50,000 s.f., see "[Green Building Ordinance](#)")
- 2 copies of Structural Calculations
- 2 copies of Title 24 Energy Calculations, 8 1/2" x 11"
- Planning Commission/City Council Conditions of Approval
- Recycling report (only for projects with demolition). (See "[Demolition Permit](#)" handout)
- 2 copies of drawings approved by the Santa Clara County Department of Environmental Health (SCCDEP) (see "[Businesses requiring approval from SCCDEP](#)" handout)
- 2 copies of drawings approved by the San Jose/Santa Clara Water Pollution Control Plant (SJSCWPC) (see "[Businesses requiring approval from SJSCWPC](#)" handout) (same sets of approved drawings as SCCDEP if approval from both agencies is required)

Notes:

1. Most commercial projects are required to be designed by a licensed California Architect or Engineer. Refer to the [“Plans Required to be Designed by an Architect or Engineer”](#) handout for more information.
2. Drawings and structural calculations must be signed by the person who prepared them or a licensed Architect or Engineer prior to permit issuance as required by the California Business & Professions Code.
3. [Preliminary Plan Review](#) is available upon request.
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.
6. Fire alarm and fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and shall not be included with the building permit submittals.
7. New tenant spaces require new addresses to be assigned by the City. Refer to the [“Request for New or Change in Address Numbers”](#) for the application and additional information.
8. **Revisions and Deferred submittal:** Once the permit has been issued, any changes in the design must be approved by the City. Revision or Deferred Submittal documents shall be reviewed by the designer of the original approved plans with a notation indicating that the changes are in general conformance with the design of the building prior to being submitted to the City for approval. There is a minimum of 2 hours plan check fee for review of a revision or deferred submittal. Projects with more than one revision may require the submittal of a “record set” (as-built) drawings prior to final inspection.
9. A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner or his/her authorized agent.
10. 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.