



COMMERCIAL SUBMITTAL CHECKLIST TENANT IMPROVEMENTS

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

- Submit complete sets of drawings electronically at <http://www.ci.milpitas.ca.gov/permits/> to include the following applicable sheets. The full scale plot size shall be min. 22"x17" and all drawings shall be drawn to scale with recommended min. scale of 1/8" = 1'-0" for floor plans and 1"=10' for site plans.
- Project information (Title sheet) with Scope of the Work
- Blueprint for a Clean Bay (Sheet CB-1) shall be included in submittal package available at http://www.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf.
- Architectural:
 - Site plan
 - Demolition plan
 - Floor plan
 - Exiting plan
 - Reflected Ceiling plan
 - Roof plan
 - Exterior elevations
 - Accessibility standards
 - Details & notes
- Structural plan details
- Mechanical plans
- Electrical plans
- Plumbing plans with isometric drawing
- Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
- Site Improvement plans, if improvements are proposed, including trash enclosure design
- [CalGreen Checklist](#) on full size drawing pages (LEED checklists required if building area exceeds 50,000 sq ft)
- Structural Calculations
- Title 24 Energy Compliance forms (as separate 8.5"x11" documents)
- 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.)
- Recycling report (For projects with demolition only) [See separate demolition handout](#)
- [Hazardous Materials Waste Disclosure](#) form
- [Sewer Needs Inquiry](#) form
- [Sewer Needs Questionnaire](#) (if any questions on the "Inquiry" form were answered "Yes")
- Approved drawings by the Santa Clara Environmental Health Department as required

1. Electronic submittal is strongly encouraged. If hard copy is submitted, it must be accompanied with a USB drive with the electronic copy of the complete submittal package at submittal time and the files shall meet the [file standards](#). Submit five (5) complete sets of plans.
2. 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.
3. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
4. 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 and Housing Department at (408) 586-3240 to schedule a meeting.
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.