



## RESIDENTIAL ADDITION AND REDMOEL SUBMITTAL CHECKLIST

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 through the [online submittal system](#) 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
- Architectural including:
  - Demolition plans (site, floor, reflected ceiling, roof, elevations, etc. as applicable)
  - Site plan
  - Floor plan
  - Reflected ceiling plan
  - Roof plan
  - Exterior elevations
  - Building cross sections
  - Details & notes
- Structural including:
  - Foundation plan
  - Floor and ceiling framing plans
  - Roof framing plan
  - Pre-fabricated roof truss shop drawings (may be deferred)
  - Details and notes
- Utility plans (mechanical, electrical, lighting)
- Electrical panel schedule and electrical load calculations as required
- Gas line diagram and gas load calculations as required
- Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
- [CalGreen checklist](#) on full size drawing pages
- [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package
- Structural Calculations unless the structural design conforms with California Residential Code
- Soils Report unless exempted per [City Policy No. BPD-BLG06](#)
- Title 24 Energy Compliance forms (as separate 8.5"x11" documents)
- Planning Commission/City Council Conditions of Approval
- [Recycling report](#) as required
- If the property is regulated by a Home Owners Association, any exterior work must have approval of the Association. It is the property owner's responsibility to obtain the approval.

Notes:

1. Additions to hillside residences must be designed by a California Licensed Civil or Structural Engineer or Architect per [City Policy No. BDP-BLG09](#).
2. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
3. Per [Milpitas Municipal Code sec. II-3-2.04](#), the foundation systems of residential additions and alterations shall match the existing structures foundation system or shall be designed by a California licensed Engineer or Architect and design/calculations provided and reviewed approved prior to permit issuance.
4. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
5. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District for addition of 500 sq. ft. or more and for Accessory Dwelling Unit (ADU) of 750 sq. ft. or more. See "[School Impact Fee](#)" handout and [SB-13](#) or call 408-635-2600 ext 6022 for additional information.
6. Plan Check and Fire Department fees must be paid at time of submittal, either by check or credit card.
7. Fire alarm and fire sprinkler drawings (hillside residences) shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.