

# CITY OF MILPITAS

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



## COMMERCIAL SUBMITTAL CHECKLIST ON-SITE (PRIVATE) IMPROVEMENTS

Site Improvements include the installation of utility system, parking lots, curbs and gutter, lighting, landscaping, site electrical, site structures, and other non-building improvements on a site. In order to process and expedite your request for a Site Improvement Permit, please submit the **applicable items** listed below and include this Checklist in your submittal.

- Submit complete sets of drawings electronically at <http://www.ci.milpitas.ca.gov/permits/> to include: 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.
    - Site Plan.** Show the property lines, easements, all existing and proposed structures, paving, accessibility requirements, dimension for setbacks, adjacent streets with improvements, on site fire hydrants, and other non-building structures.
    - Civil Plans.** Include for reference all improvements required on public right-of-way (curb, gutter, sidewalks, driveways, utilities, etc.). The civil plans shall also include accessibility requirements (Title-24). Storm Water Control (C.3 requirements). Storm Water Pollution Prevention Plan (SWPPP) and/or Best Management Practices (BMP). For grading plans, refer to Grading and Drainage Submittal Requirements.
    - Blue Print for Clean Bay:** This document is available 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).
    - Utility Plans.**
    - Landscape and Irrigation Plans.** Note: the plans must include Ordinance 238 and 240 measures if applicable.
    - Site Electrical Plans.**
    - Tract Map or Parcel Map** (when part of a subdivision). Contact Engineering Department at 408-586-3300 for information.
    - Planning Conditions of Approval** (if applicable) included within first 4 (four) sheets of plans.
  - Complete set of documentation to include:
    - Landscape Documentation Package** (Ordinance 238 and 240).
    - Specs and Details** for all non-city standard facilities (curbs stops, corp stops, manhole retaining rings, pipe type, catch basins, etc.).
    - Soils Report.**
    - Title Report** (Not more than 90 days old).
    - Boundary Survey** or map of property, or an acceptable legal description if a map is not available.
    - Drainage study** for on-site and off-site tributary areas.
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 six (6) complete sets of plans.
  2. Commercial projects are required to be designed by a licensed California Architect or Engineer.
  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 service drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the site improvement permit submittals.