



COMMERCIAL SUBMITTAL CHECKLIST TENANT IMPROVEMENTS

In order to process and expedite your request for a Permit(s), 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:
 - Demolition plans (site, floor, reflected ceiling, roof, elevations, etc. as applicable)
 - Site plan
 - Floor plan
 - Exiting plan
 - Reflected ceiling plan
 - Roof plan
 - Exterior elevations
 - Accessibility standards
 - Details & notes
- Structural plans and details (including demolition and proposed plans)
- Mechanical plans (including demolition and proposed plans)
- Electrical plans (including demolition and proposed plans)
- Plumbing plans with isometric drawing (including demolition and proposed plans)
- Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
- Site Improvement plans, including trash enclosure design, if site improvements are proposed
- [CalGreen checklist](#) on full size drawing pages
- [LEED checklist](#) on full size drawing pages required for permit scope exceeding 50,000 sq ft
- [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package
- Structural Calculations
- Title 24 Energy Compliance forms (as separate 8.5"x11" documents)
- Planning Commission/City Council Conditions of Approval
- [Bay Area Air Quality Declaration Form](#)
- [Recycling report](#)
- [Hazardous Materials Waste Disclosure Form](#)
- [Sewer Needs Inquiry Form](#)
- [Sewer Needs Questionnaire](#) (if any questions on the "Sewer Needs Inquiry Form" were answered "Yes")
- Approved drawings by the Santa Clara Environmental Health Department as required prior to permit issuance

Notes:

1. Most commercial projects are required to be designed by a California licensed 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. Please email BuildingPermitCenter@ci.milpitas.ca.gov to schedule a meeting.
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, either by check or credit card.
6. 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.
7. 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.