

CITY OF MILPITAS

Building Safety and Housing Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



RESIDENTIAL ADDITION 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 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 1/4" = 1'-0" for floor plans and 1"=10' for site plans.
- Architectural including:
 - Site plan
 - Blueprint for a Clean Bay shall be included in submittal package. This document is available online and is located at http://app.ci.milpitas.ca.gov/pdfs/bld_permit_sr_clean_bay_blueprint.pdf
 - Demolition Plan
 - Floor plan
 - Ceiling plan
 - Roof plan
 - Exterior elevations
 - Cross sections
 - Details & notes
 - Special Inspection form (if required)
- Structural including:
 - Foundation plan
 - Floor and ceiling framing plans
 - Roof framing plan
 - Pre-fabricated roof truss shop drawings (may be deferred)
 - Wind and seismic lateral bracing
 - Details and notes
- Mechanical plan
- Electrical plan
- Plumbing plan
- Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
- [CalGreen checklist](#) on full size drawing pages
- Structural Calculations
- Soils Report
- Title 24 Energy Compliance forms (as separate 8.5"x11" documents)
- Planning Commission/City Council Conditions of Approval
- Recycling report (projects with demolition only). [See separate demolition handout.](#)
- 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.

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. Additions to hillside residences must be designed by a California Licensed Civil or Structural Engineer or Architect per Policy BDP-BLG09.
3. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
4. Per city ordinance II-3.2.13 the foundation systems of residential additions and alterations shall match the existing structures foundation system.
5. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
6. If adding 500 sq. ft. or more, prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. See "[School Impact Fee](#)" handout or call 408-635-2600 ext 6022 for additional information.
7. Plan Check and Fire Department fees must be paid at time of submittal.
8. 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.