



NEW SINGLE-FAMILY RESIDENCE 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.
 - Project information (Title sheet)
 - 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
 - Floor plan
 - Ceiling plan
 - Roof plan
 - Exterior elevations
 - 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)
 - Wind and seismic lateral bracing
 - Details and notes
 - Mechanical plan
 - Electrical plan
 - Plumbing plan with isometric drawing
 - On-site Grading
 - Site Improvement/Landscape plans
 - [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](#)

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. 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. 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. Permit application for the demolition of any structure at the site shall be submitted and approved either prior to building permit issuance or as a part of the building permit application. It is highly recommended that demolition permit application be submitted as soon as possible in order to avoid any delays in building permit issuance.
7. Plan Check and Fire Department fees must be paid at time of submittal.
8. 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.
9. New addresses, if required, must be assigned by the City. Refer to the "[*Request for New or Change in Address Numbers*](#)" handout for the application and additional information.
10. 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.