



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) with Scope of the Work
 - Grading, site improvement, landscape plans (see note 5 below)
 - Architectural including:
 - Demolition plan (see note 4 below)
 - 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
 - Gas line diagram and gas load calculations
 - Plumbing plan with isometric drawing
 - [CalGreen checklist](#) on full size drawing pages
 - [Blueprint for a Clean Bay](#) (Sheet CB-1) shall be included in submittal package
- Structural Calculations
- Soils Report unless exempted per [City Policy No. BPD-BLG06](#)
- Energy Code Compliance forms (as separate 8.5"x11" documents)
- Planning Commission/City Council Conditions of Approval
- [Recycling report](#) as required

Notes:

1. 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. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
4. 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.
5. Permit application for the grading and site improvement 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 rough grading and site improvement permit application be submitted as soon as possible in order to avoid any delays in building permit issuance.
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 shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
8. New addresses, if required, shall be assigned by the Building Safety and Housing Department. Refer to the “[Request for New or Change in Address Numbers](#)” handout for the application and additional information.
9. 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.