

# CITY OF MILPITAS

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://www.milpitas.gov)



## 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.

Please contact Planning Department [planningdepartment@milpitas.gov](mailto:planningdepartment@milpitas.gov) or 408-586-3279 to obtain approval to proceed with building permit process prior to applying and upload that Planning document as part of the submittal package. **Please note that building permit process will not begin until this Planning document is submitted.**

- 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
  - Grading, site improvement, landscape plans (See note 4 below)
  - Architectural including:
    - Demolition plans (site, floor, reflected ceiling, roof, elevations, etc. as applicable)
    - 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
    - Prefabricated roof truss shop drawings (may be deferred).
    - Details and notes
  - Utility plans (mechanical, electrical, lighting)
  - Electrical panel schedule and electrical load calculations as required
  - Gas line diagram and gas load calculations as required
  - Title 24 Energy Compliance forms (reproduced on full size drawing sheets as part of the drawing set)
  - [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 [BPD-BLG06](#))
- Title 24 Energy Compliance forms
- [Recycling report](#) as required
- Documentation required in the [floodplain management requirements](#) for property located in any Flood Zone, except Flood Zone X or D, on the [flood zone map](#).

Planning Commission/City Council Conditions of Approval

Notes:

1. Some residential projects are required to be designed by a California licensed Architect or Engineer, see [Plans Required to be Designed by an Architect or Engineer](#) for more information. Additionally, all hillside residences must be designed by a California registered Civil or Structural Engineer, or Architect [[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 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.
5. 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.
6. New addresses, if required, shall be assigned by the Office of Building Safety. Refer to the [Request for New or Change in Address Numbers](#) handout for the application and additional information.
7. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. For more information see [School Impact \(Developer\) Fees](#) handout or call 408-635-2600 ext. 6022.