

# CITY OF MILPITAS

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



## TENANT IMPROVEMENT SUBMITTAL CHECKLIST (COMMERCIAL)

In order to process and expedite your request for a Permit(s), 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 minimum 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](#)
- ☐ [Demolition Recycling Report Process](#)
- ☐ [Hazardous Materials Waste Disclosure Form](#)
- ☐ [Sewer Needs Inquiry Form](#)
- ☐ Approved drawings by the Santa Clara Environmental Health Department as required prior to permit issuance

☐ [Sewer Needs Questionnaire](#) (if any questions on the “Sewer Needs Inquiry Form” were answered “Yes”)

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@milpitas.gov](mailto:BuildingPermitCenter@milpitas.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. 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 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.