

# CITY OF MILPITAS

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



## SUBMITTAL CHECKLIST ON-SITE (PRIVATE) IMPROVEMENTS

Site Improvements include the installation of utility system, parking lots, curbs and gutter, lighting, landscaping, site electrical, site structures, and other non-building improvements on a site. To process and expedite your request for a Site Improvement Permit, please submit the *applicable items* listed below and include this Checklist in your submittal.

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 full scale plot size shall be min. 22" x 17" 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.
  - Site Plan.** Show the property lines, easements, all existing and proposed structures, paving, accessibility requirements, dimension for setbacks, adjacent streets with improvements, on site fire hydrants, and other non-building structures.
  - Civil Plans.** The civil plans shall also include accessibility requirements (Title-24), Storm Water Control (C.3 requirements), and Storm Water Pollution Prevention Plan (SWPPP) and/or Best Management Practices (BMP's). For grading plans, refer to [Grading and Drainage Submittal Requirements](#).
  - Blueprint for a Clean Bay:** See [Blueprint for a Clean Bay \(Sheet CB-1\)](#).
  - Utility Plans.**
  - Landscape and Irrigation Plans.** Note: the plans must include Ordinance 238 and 240 measures if applicable.
  - Site Electrical Plans.**
  - Tract Map or Parcel Map** (when part of a subdivision). Contact Engineering Department at 408-586-3300 for information.
  - Planning Conditions of Approval** (if applicable) included within first 4 (four) sheets of plans.
- Complete set of documentation to include:
  - Landscape Documentation Package** (Ordinance 238 and 240).
  - Specs and Details** for all non-city standard facilities (curbs stops, corp stops, manhole retaining rings, pipe type, catch basins, etc.).
  - Soils Report.**
  - Title Report** (Not more than 90 days old).
  - Boundary Survey** or map of property, or an acceptable legal description if a map is not available.
  - Drainage study** for on-site and off-site tributary areas.

1. Commercial projects are required to be designed by a licensed California Architect or Engineer.
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 contact Building Permit Center [BuildingPermitCenter@milpitas.gov](mailto:BuildingPermitCenter@milpitas.gov) to schedule an appointment.
4. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
5. Fire service drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the site improvement permit submittals.