

# CITY OF MILPITAS

Office of Building Safety  
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Milpitas, CA 95035  
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[www.milpitas.gov](http://www.milpitas.gov)



## PRE-APPROVED ADU SITE SPECIFIC PLAN SUBMITTAL CHECKLIST

The City of Milpitas [Pre-approved ADU Program](#) offers standard construction plan sets of detached Accessory Dwelling Unit (ADU) that are designed by qualified professionals and are pre-approved by the City. This program provides a fast and cost-effective way to add a new detached ADU to a property that is not located in "Hillside" area as defined in [Milpitas Municipal Code sec. II-1-2.01](#), or flood zone area, or zoning districts other than R-1 or R-2. Minor site development permit approval from Planning Department will be required for pre-approved ADU plans with building area exceeding 800 sq ft prior to applying for building permit. Pre-approved ADU plans selected for the site shall comply with all requirements as listed in Item F of [MMC sec. XI-10-13.08](#) without modifications to the pre-approved ADU plans. Any site-specific modifications to the pre-approved ADU plans will not qualify for this pre-approved ADU program. This submittal checklist is intended for permit applications utilizing pre-approved ADU plans only.

- ☐ 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.
- ☐ Site specific plans including:
  - ☐ Site specific plan title sheet:
    - City assigned Pre-approved ADU plan number
    - Property information (see Note 3)
    - Building Information
    - Applicable Codes
    - Sheet Index of the complete drawing set
    - Designer Contact Information
  - ☐ Demolition plans as applicable
  - ☐ Site plan, including grading, drainage, and utilities. The plan shall also indicate easements and overhead electrical power lines, where applicable.
- ☐ Pre-approved ADU complete plan set with project specific information (site address and project name) added to the title block
- ☐ [New Address Request Application](#) (see Note 4)
- ☐ [Recycling report](#)

### Notes:

1. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
3. The property information shall indicate if the existing residence has sprinkler system or not. The ADU shall be required to be equipped with fire sprinklers if the existing residence is sprinklered. 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.
4. New address is required for new ADU and 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.

5. For ADU larger than 750 sq ft, a Certificate of Compliance must be presented from the Milpitas Unified School District prior to permit issuance. For more information, see [\*School Impact \(Developer\) Fees\*](#) handout or call 408-635-2600 ext. 6022.