



Building and Fire Prevention  
17575 Peak Ave  
Morgan Hill, CA 95037-4128  
Phone: (408)778-6480  
[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

## GRADING AND ON-SITE IMPROVEMENT APPLICATION COMPLETENESS CHECKLIST

The Building Division will use this checklist to verify the permit application is complete. This completeness check may take up to 15 business days. If the application is not complete you will receive notice of the missing items. Once the application is deemed complete an invoice will be produced for the Plan Review fees.

A complete application will include the following documents and plans. The applicant shall mark the left side of this form identifying what items are being submitted with their application.

Date: \_\_\_\_\_ Permit No: \_\_\_\_\_ Project Address: \_\_\_\_\_

Item Submitted (Applicant)		Document Submittal	Item Received (Building Division)		
YES	NO		N/A	YES	NO
		Permit Application			
		Engineers cost estimate			
		Plans formatted to City of Morgan Hill Electronic Plan requirements <a href="#">Electronic Format Requirements</a>			
		Planning Divisions Approval Certificate with the Conditions of Approvals			
		Construction Waste Management Plan form <a href="https://www.morganhill.ca.gov/DocumentCenter/View/21377">https://www.morganhill.ca.gov/DocumentCenter/View/21377</a>			
		Statement of Special Inspections or Structural Observation form <a href="https://www.morganhill.ca.gov/DocumentCenter/View/17275">https://www.morganhill.ca.gov/DocumentCenter/View/17275</a>			
		Construction Management Best Practices and Blueprint for a Clean Bay Plan Sheet <a href="https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet">https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet</a>			
		Floodplain Worksheet (Required for projects located in a Flood Hazard Area)			
		Stormwater Worksheet			
		Civil Documents			
		• Geotechnical Report			
		• Plan Review Letter from Soil Engineer			
		• City Geologist Plan Review Form (Required for projects located in a Geological Hazard Area) <a href="https://www.morganhill.ca.gov/DocumentCenter/View/54798/City-Geologist-Plan-Review-Form">https://www.morganhill.ca.gov/DocumentCenter/View/54798/City-Geologist-Plan-Review-Form</a>			
		• City Geologist Plan Review Deposit (Required for projects located in a Geological Hazard Area)			
		• Sanitary Sewer Analysis/Calculations			
		• Water System Analysis/Calculations			
		• Retaining Wall Structural Calculations			
		• Arborist Report			

		<ul style="list-style-type: none"> <li>• Stormwater Runoff Management Plan/Report</li> </ul>		
	Civil Plans			
		<ul style="list-style-type: none"> <li>• Existing Grades/Conditions</li> <li>• Rough Grading</li> <li>• Finish Grading</li> <li>• Cross Sections at Property Lines and Proposed Buildings</li> <li>• Water Utility Plan</li> <li>• Sanitary Sewer Utility Plan</li> <li>• Storm Drain Utility Plan</li> <li>• Site accessibility details</li> <li>• Signage and striping plan</li> <li>• Retaining Wall construction details</li> <li>• Erosion and Sediment Control Plan</li> <li>• Stormwater Control Plan</li> <li>• Tree protection plan</li> <li>• Overall Site Plan</li> </ul>		
	On-site Electrical/Lighting Documents			
		<ul style="list-style-type: none"> <li>• Outdoor Lighting Energy Compliance forms</li> <li>• Light Pole Base Structural Calculations</li> <li>• Manufacture specifications for lights and poles</li> <li>• Manufacture specifications for Electric Vehicle Chargers</li> </ul>		
	On-site Electrical/Lighting Plans			
		<ul style="list-style-type: none"> <li>• Electrical Plans</li> <li>• Line Drawings</li> <li>• Photometrics</li> <li>• Light pole bases construction details</li> </ul>		
	Landscape Documents			
		<ul style="list-style-type: none"> <li>• Environmental Services Division Landscaping Checklist <a href="https://www.morganhill.ca.gov/DocumentCenter/View/44123/ESD-Checklist-for-Design-Permit-pdf">https://www.morganhill.ca.gov/DocumentCenter/View/44123/ESD-Checklist-for-Design-Permit-pdf</a></li> <li>• Soils Management Report/Survey</li> <li>• Structure Structural Calculations</li> <li>• Trash Enclosure Structural Calculations</li> <li>• Playground Equipment Manufactures Specifications with ASTM compliance</li> </ul>		
	Landscape Plans			
		<ul style="list-style-type: none"> <li>• Landscape Design Plan</li> <li>• Irrigation Plan</li> <li>• Shade Structure Construction Details</li> <li>• Playground Equipment details</li> <li>• Trash Enclosure Construction Details</li> </ul>		

Any Document identified above as "NO" in the "Item Received" category is required for this Project. Please submit those missing items to allow for a thorough Plan Review and to prevent future delays to this project.

APPLICATION CHECKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_