CITY OF MORGAN HILL

SINGLE-FAMILY AND TWO-FAMILY DWELLING UNIT APPLICATION COMPLETENESS CHECKLIST

This form shall be used for Building Permit Applications that consist of only one single-family or one two-family dwelling unit. Please use the Master Plan Application Completeness Checklist for projects consisting of multiple units.

The Building Division will use this checklist to verify the Building 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 Building Permit 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:_____ Project Address: _____Permit No:_____

Item Submitted (Applicant)		Document Submittal	Item Received (Building Division)		
YES	NO		N/A	YES	NO
		Permit Application https://www.morganhill.ca.gov/DocumentCenter/View/235			
		Single Family and Two-Family Dwelling Unit Plan Submittal Checklist https://www.morganhill.ca.gov/DocumentCenter/View/47577/Plan-Content-Checklist---SFD-and-TFD11923			
		Plans formatted to City of Morgan Hill Electronic Plan requirements Electronic Format Requirements			
		Construction Waste Management Plan form https://www.morganhill.ca.gov/DocumentCenter/View/21377			
		Statement of Special Inspections or Structural Observation form https://www.morganhill.ca.gov/DocumentCenter/View/17275			
		Structural Calculations			
		Truss Calculations and layout or identified as a Deferred Submittal on Plans Cover Sheet			

		Acoustical Analysis Report (Required for Projects located next to Railroad or major roads)			
		Planning Divisions Approval Certificate with the Conditions of Approvals (Required for properties with notable natural features such as hillside, ridgeline, waterway, major drainage way, flood hazard area or projects with three or more dwelling units) (Conditions relevant to the Building Permit will need to be incorporated into the design)			
		Housing Division Inclusionary Housing Checklist https://www.morganhill.ca.gov/DocumentCenter/View/44122/Inclusionary-Housing-Ordinance-Checklist-pdf			
		Floodplain Worksheet (Required for projects located in a Flood Hazard Area) https://www.morganhill.ca.gov/DocumentCenter/View/47587/Floodplain-Worksheet-DEC-2023-PDF			
		Stormwater Worksheet			
		Geotechnical Report			
		Plan Review Letter from Soil Engineer			
		City Geologist Plan Review Form (Required for projects located in a Geological Hazard Area) https://www.morganhill.ca.gov/DocumentCenter/View/54798/City-Geologist-Plan-Review-Form			
		City Geologist Plan Review Deposit (Required for projects located in a Geological Hazard Area)			
		Civil Plans (Required for projects located in a Geological Hazard Areas or Flood Hazard Area or Hillside Combining Zone. Civil Plans must be Stamped and Signed by a Professional Engineer)			
		• Existing Grades/Conditions Plan			
		• Proposed Grade Plan			
		• Cross Sections at dwelling unit and property lines			
		• Utility Plan			
		• Erosion and Sediment Control Plan			
		• Tree protection plan			
		Architectural Plans			
		• Site Plan			
		• Floor Plan			
		• Fire-resistance construction plan			
		• Roof Plan			
		• Exterior Elevations			
		• Cross Sections			
		• Detail Sheets			
		• Wildland-Urban Interface Compliance Plan (Required for projects in the High fire Hazard Area)			
		Energy and Green Building Plans			
		• Title 24 Energy Code Compliance Documents			
		• Energy Code Mandatory Measures			

		• California Green Building Code Mandatory Measures Checklist			
		• Photovoltaic Plans or identified as a Deferred Submittal on Plans Cover Sheet			
		Structural Plans			
		• Foundation Plan			
		• Floor Framing Plan			
		• Shear Wall/ Braced Wall Plan			
		• Roof Framing Plan			
		• Detail Sheets			
		Electrical, Mechanical and Plumbing Plan			
		Construction Management Best Practices and Blueprint to a Clean Bay Plan Sheet https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet			
		Build It Green or LEED Checklist with enough points to show compliance to MHMC 15.65 Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS			
		Environmental Services Division Landscaping Checklist (If landscaping is proposed) https://www.morganhill.ca.gov/DocumentCenter/View/44123/ESD-Checklist-for-Design-Permit-pdf			
		Landscape Plans (If landscaping is proposed)			

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.

In addition to a Building Permit a new Single-Family or Two-Family Dwelling project may require the following Permits:

- Design Review Permit (Required for properties with notable natural features such as hillside, ridgeline, waterway, major drainage way, flood hazard area or projects with three or more dwelling units)
- Fire Sprinkler Permit
- Encroachment Permit (Projects with work in the public right-of-way or connection to a City utility)
- County Environmental Health (If property is more than 300' from the City's sanitary sewer line)
- Tree Removal Permit
- Santa Clara Valley Habitat Agency Application

APPLICANT SIGNATURE: _____   DATE: _____

APPLICATION REVIEWED BY: _____   DATE:_____