



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

TOWNHOME APPLICATION SUBMITTAL COMPLETENESS CHECKLIST

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 Name: _____

Permit No: _____

Project Address: _____

Item Submitted (Applicant)		Document Submittal	Item Received (Building Division)		
YES	NO		N/A	YES	NO
		Permit Applications			
		Master Plan, Townhouse, Multifamily, or Mixed-use Plan Content Submittal Checklist https://www.morganhill.ca.gov/DocumentCenter/View/47576/Plan-Content-Checklist---Master-Plan-etc12723			
		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			
		Wage Theft Prevention form https://www.morganhill.ca.gov/160/Forms			
		Acoustical Analysis Report			
		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			

		Geotechnical Report			
		Plan Review Letter from Soil Engineer			
		City Geologist Plan Review Form (Geological Hazard Areas Only) https://www.morganhill.ca.gov/DocumentCenter/View/54798/City-Geologist-Plan-Review-Form			
		City Geologist Plan Review Deposit (Geological Hazard Areas Only)			
		Flood Plain Worksheet (Flood Hazard Areas Only) https://www.morganhill.ca.gov/DocumentCenter/View/47587/Floodplain-Worksheet-DEC-2023-PDF			
		Stormwater Worksheet			
		Planning Divisions Approval Certificate with the Conditions of Approvals. (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			
		Plot plans for each lot or building.			
		Recorded Final Map			
		Architectural Plans			
		• Site Plan			
		• Floor Plan			
		• Fire-resistance construction plan			
		• Roof Plan			
		• Exterior Elevations			
		• Cross Sections			
		• Accessibility Plan			
		• 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			
		Build It Green or LEED Checklist with enough points to show compliance to MHMC 15.65. Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS			

		Structural Plans			
		• Foundation Plan			
		• Floor Framing Plan			
		• Braced/Shear Wall Plan			
		• Roof Framing Plan			
		• Details Sheet			
		Mechanical Plans			
		• Mechanical device layout			
		• Ducting			
		• Condensate piping			
		Plumbing Plans			
		• Plumbing fixture layout			
		• Drain, waste, and vent piping			
		• Cold and hot water piping			
		• Pipe calculations			
		Electrical Plans			
		• Electrical device layout			
		• Single line diagram			
		• Electrical load calculations			
		Construction Management Best Practices and Blueprint for a Clean Bay Plan Sheet https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet			
		Civil Plans (If previously submitted in a grading and on-site improvements permit also include them in this plan set, identify the plan sheets for reference only) Note: Off-site plans will need to be submitted to Land Development Engineering separately.			
		• Existing Grades/Conditions Plan			
		• Proposed Grading Plan			
		• Water Utility Plan			
		• Sanitary Sewer Utility Plan			
		• Storm Drain Utility Plan			
		• Sections			
		• Retaining Wall Construction details			
		• Signage and Striping Plan			
		• Tree Protection Plan			
		• Erosion and Sediment Control Plan			
		• Site accessibility plan			
		• Stormwater Control Plan			
		• Joint trench plan			
		Civil Documents (If previously submitted with a grading and on-site improvements permit this documentation can be omitted in this submittal)			

		Engineers Cost Estimate			
		Sanitary Sewer Analysis/Calculations			
		Water System Analysis/Calculations			
		Retaining Wall Structural Calculations			
		Stormwater Runoff Management Plan/Report			
		Private On-site Lighting and Electrical Plans (If previously submitted in a grading and on-site improvements permit also include them in this plan set, identify the plan sheets for reference only) Note: Off-site plans will need to be submitted to Land Development Engineering separately.			
		Electrical Plan			
		Line Drawings			
		Photometric Plan			
		Light Pole Base Construction Details			
		Private On-site Lighting and Electrical Documents (If previously submitted with a grading and on-site improvements permit this documentation can be omitted in this submittal)			
		Outdoor Lighting Energy Compliance forms			
		Light Pole Base Structural Calculations			
		Manufacture specifications for lights and poles			
		Manufacture specifications for Electric Vehicle Chargers			
		Landscape Documents (If previously submitted with a grading and on-site improvements permit this documentation can be omitted in this submittal)			
		Environmental Services Division Landscaping Checklist https://www.morganhill.ca.gov/DocumentCenter/View/44123/ESD-Checklist-for-Design-Permit-pdf			
		Soils Management Report/Survey			
		Landscaping Plans (If previously submitted in a grading and on-site improvements permit also include them in this plan set, identify the plan sheets for reference only) Note: Off-site plans will need to be submitted to Land Development Engineering separately.			
		Landscape Design Plan			
		Irrigation Plan			
		On-site Improvement Details Documents (If previously submitted with a grading and on-site improvements permit this documentation can be omitted in this submittal)			
		Shade Structure Structural Calculations			
		Trash Enclosure Structural Calculations			
		Playground Equipment Manufacture Specifications with ASTM compliance			
		On-site Improvement Detail Plans (If previously submitted in a grading and on-site improvements permit also include them in this plan set, identify the plan sheets for reference only) Note: Off-site plans will need to be submitted to Land Development Engineering separately.			

		• Shade Structure Construction Details			
		• Playground Equipment Details			
		• Trash Enclosure Construction Details			

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 your project may require the following Permits/Submittals:

- Design Review Permit
- Grading and On-site Improvements
- Underground Fire Service Permit
- Fire Sprinkler Permit
- Fire Alarm Permit
- Encroachment Permit
- Water Submeter Permit
- County Environmental Health Permit
- Signage Permit
- State Water Resources Control Board Construction General Permit
- Biological Preconstruction Surveys
- Soil Remediation Work Plan
- Tree Removal Permit
- Santa Clara Valley Habitat Agency
- Swimming Pool Permit

APPLICANT SIGNATURE: _____

DATE: _____

APPLICATION REVIEWED BY: _____

DATE: _____