



Building and Fire Prevention
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TENANT IMPROVEMENT PLAN SUBMITTAL CHECKLIST

This form is for use by the Applicant to identify items and information to be provided in the plan set. Use the comments section to specify any reasons, justifications, or explanations for items that are noted as NO or N/A.

Note that this is not a complete list of all required submittals, and additional information may be required based on the scope of work after plan review.

Plans must be formatted to City of Morgan Hill Electronic plan requirements: [Electronic Format Requirements](#)

Date: _____ Job Address: _____

SUBMITTAL REQUIREMENTS	ITEM PROVIDED			COMMENTS
	YES	NO	N/A	
1. PDF of legible plans (Min. 24"x36") submitted to permits@morganhill.ca.gov including:				
a. Cover Sheet and Site Plan				
b. Architectural Plans: Floor plan, Elevations, Sections, dimensions, and Other Details				
c. Accessibility Plan and Information				
d. Structural Plans: Structural Framing Plans, Details, Anchorage and Bracing of Walls and Equipment, Suspended Ceiling Framing, and Other Details				
e. Electrical Plan				
f. Mechanical Plan				
g. Plumbing Plan				
2. Structural Calculations				
3. Title 24 Energy Calculations and Forms				
4. CalGreen Checklist – Mandatory Measures				
5. Hazardous Materials Clearance Form				
6. Existing Building Accessibility Compliance Form Accessibility Compliance Form				
7. Construction Waste Management Plan Form CWMP Form				
8. Statement of Special Inspection or Structural Observation Form Special Inspection Form				
9. County Health Department Approval is Required for Food and Drinking Establishment				
10. Electric Vehicle Charging Infrastructure as appropriate: EVCS				