



Building and Fire Prevention
 17575 Peak Ave
 Morgan Hill, CA 95037-4128
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www.morganhill.ca.gov

NEW COMMERCIAL / INDUSTRIAL PLAN SUBMITTAL CHECKLIST

This form is to be used 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 (show setbacks, location, material, and size of water meter, electrical panel, and sewer lateral/line)				
	b. Grading Plan				
	c. Floor Plan				
	d. Roof Plan				
	e. Exterior Elevations				
	f. Sections, Dimensions, and Details				
	g. Accessibility Plan and Information				
	h. Fire Protection and Life Safety System Plan (including information on emergency responder communication coverage)				
	i. Foundation Plan				
	j. Framing Plan (Floor / Roof)				
	k. Structural Shear Wall and/or Frame				
	l. Structural Details, Anchorage, Equipment, Bracing of Walls, Other Structural Information				
	m. Electrical Plan (single line diagram, load calculations, electrical device layout)				
	n. Mechanical Plan (ducting, condensate piping, mechanical device layout)				
	o. Plumbing Plan (plumbing fixture layout, drain, waste, and vent piping, cold and hot water piping, pipe calculations)				
	p. Landscaping Plan (landscape design plan, irrigation plan)				

	q. On-site Photometric Plan				
	r. On-site Misc. Structure Construction Details – shade structure, trash enclosure, retaining walls, etc.				
	s. Resources for Construction Best Management Practices (BMPs) and Blue Print for a Clean Bay				
	t. Title 24 Energy Forms				
	u. CalGreen Checklist Mandatory Measures				
	v. LEED Checklist (Sustainable Commercial Development)				
	w. Planning Division Approval Certificate with Conditions of Approval if available				
2.	Civil Plans (off-Site plans will need to be submitted to Land Development Engineering separately) Grading, Utility-water/sanitary/storm, Sections, Retaining Wall, Signage/Striping, Tree Protection, Erosion/Sediment, Stormwater, Joint Trench				
3.	Structural Calculations				
4.	Soils Report				
5.	Title 24 Energy Calculations and Forms				
6.	Wage Theft Prevention Form				
7.	Hazardous Materials Clearance Form				
8.	Construction Waste Management Plan Form CWMP Form				
9.	Statement of Special Inspection or Structural Observation Form Special Inspection Form				
10.	County Health Department Approval is Required for Food and Drinking Establishment				
11.	Electric Vehicle Charging Infrastructure as appropriate: EVCS				

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