CITY OF CAMPBELL
Community Development Department

MISCELLANEOUS REQUESTS

BUILDING APPLICATION GUIDE

(Download at https://bit.ly/miscappguide)
Version Date: December 16, 2025

This Building Application Guide ("Guide") is intended to facilitate the submittal of a building permit application to the City of Campbell Building Inspection Division. Please note that there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvements, demolitions). If you are unsure of which Guide to refer, please visit the Building Application Guide webpage at https://bit.ly/buildingappguides. If you need additional assistance, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov, or visit us at City Hall.

REQUEST TYPES

This Guide is to be used for miscellaneous requests and permits, as listed below:

REQUEST TYPES	
REQUEST	**DESCRIPTION**
■ **Determination of a New Dwelling**	■ A request for the Building Official to determine whether a single-family residential "addition and remodel" project shall instead be classified as construction of a "new dwelling using portions of the original structure" per the City's locally adopted Building Code.
■ **Fire System Alteration**	■ A request to issue a permit to repair or modify an existing fire system (e.g., alarms, sprinklers, life safety). Typically, this permit is issued to resolve deficiencies identified through annual Fire Department inspections.
■ **Appeal of a Building Official Determination**	■ A request to appeal the Building Official's interpretation of the Building Code, to be considered by the Building Board of Appeals.
■ **Emergency Repair**	■ A request to conduct emergency repair work following a fire, accident, or disaster, which must be performed immediately in the interest of public safety.
■ **Resolution Letter**	■ A request to resolve multiple property deficiencies that may include: Code Enforcement, Stop Work, Building Without a Permit (BWOP), and Expired Permits.
■ **Addressing Request**	■ A request for the Building Division to approve new house and building numbering in accordance with CMC Chapter 18.36. Note: Applicants are requested to propose addresses and street names; however**, final approval is at the discretion of the City**.

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline ("MGO"). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at https://bit.ly/buildingmgo. Before you submit an application for the first time, you must create a user account. For more information, please visit the City's Application Center at http://bit.ly/campbellappcenter. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Guide should be directed to the Building Inspection Division at (408) 866-2130 or building@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

DETERMINATION OF A NEW HOUSE

The City of Campbell's adopted Building Code provides specific thresholds for when a single-family residential "addition and remodel" project shall instead be classified as construction of a "new dwelling using portions of the original structure", subject to all Zoning and Building standards applicable to construction of a new house. To ensure that permit applications are correctly processed, the City has implemented a preliminary screening process. If an addition and remodel project exceeds 50% of the existing home's gross floor area (inclusive of living areas and garages), a "New House Determination" request to the Building Inspection Division is required. This determination will be made using the following criteria that are provided in Campbell Municipal Code Chapter 18.32:

A project submitted as a "Remodel" or "Remodel and Addition" shall be considered and defined as a "New Dwelling using portions of the original structure" when at least **three** of the four following criteria are satisfied:

- The valuation of the proposed work exceeds one hundred eighty-five thousand dollars (valuation calculated using established Valuation Tables published by the International Code Council (ICC) and modified by the Building Division);
- Seventy-five percent or more of the existing roof framing (Area) is proposed to be removed. Existing roof covered by a new roof shall be considered as removed for the purposes of this calculation;
- Seventy-five percent or more of the existing exterior walls (Lineal Footage of Wall Length) are removed, altered, filled in, or rebuilt. In no event shall new exterior walls exceed more than seventy-five percent of the length of the existing exterior walls as determined by the building official. Nonconforming exterior walls shall not be included in the twenty-five percent remaining calculation (this subsection shall not apply to a proposed conversion of an accessory structure to an accessory dwelling unit);
- Seventy-five percent or more of the existing interior walls (Lineal Footage of Wall Length) are removed, altered, filled in, or rebuilt. In no event shall new interior walls exceed more than seventy-five percent of the length of the existing interior walls as determined by the building official.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist on the following page, are required for an application to be accepted. Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with the specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected.

#	REQUIRED APPLICATION MATERIALS CHECKLIST	
Determination of a New Dwelling		
1.	**Project Plans**[1]	**Existing Floor Plan*** depicting existing walls and linear wall (scaled) dimensions.

[1] *Provide as a single file.*

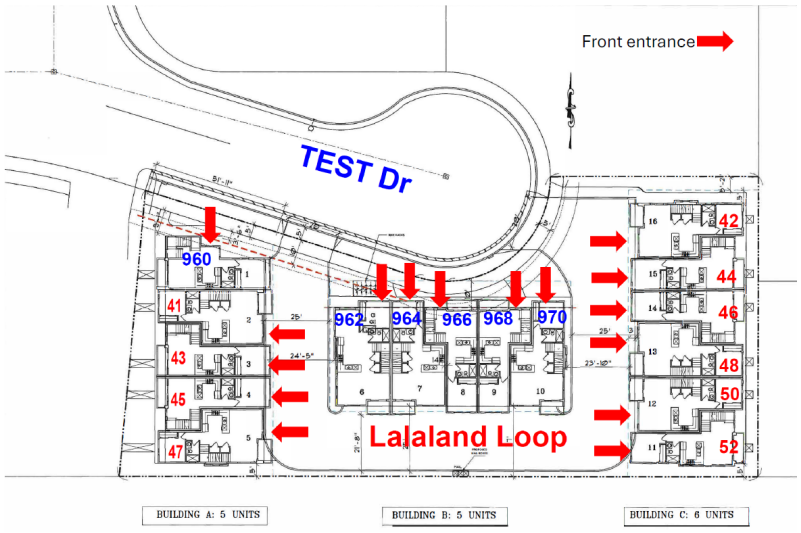
#	REQUIRED APPLICATION MATERIALS CHECKLIST	
2.		**Proposed Floor Plan*** depicting existing and new walls and linear wall (scaled) dimensions.
3.		**Roof Plans*** indicating (scaled) dimensions, form, and pitch, and the extent of new roofing.
4.		**Site Plan*** indicating property lines and (scaled) dimensions, all existing and proposed structures, and existing and proposed building setbacks.

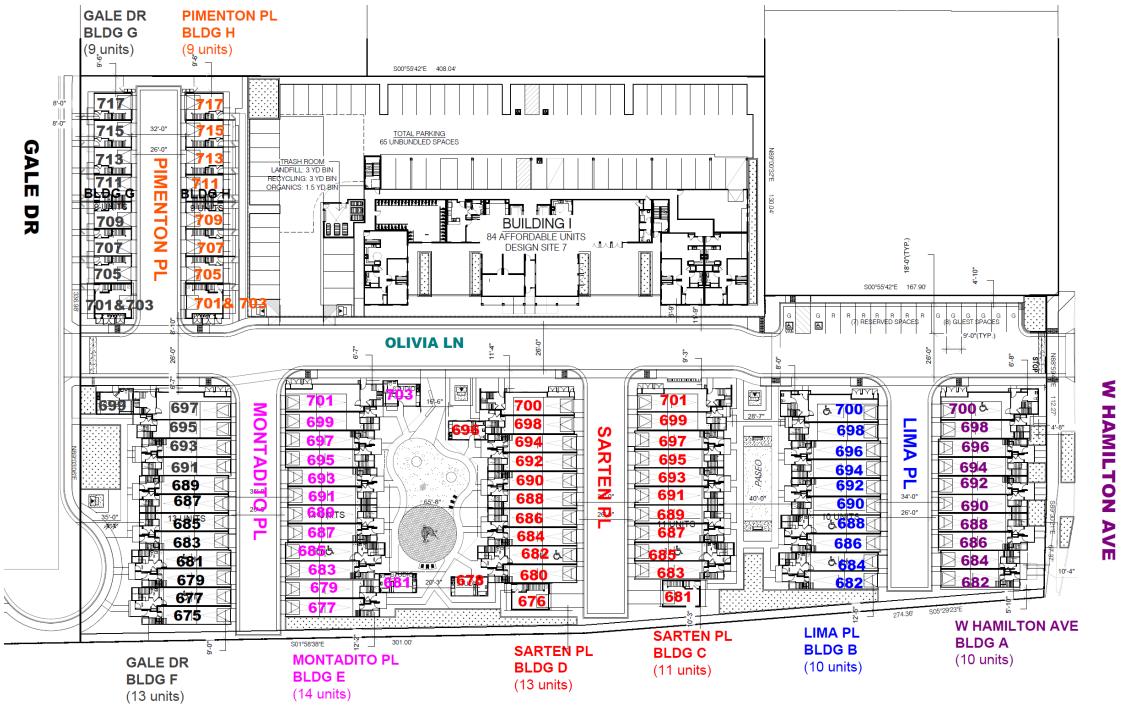
Plan(s)* submitted for a 'Determination of a New Dwelling' must adhere to the following requirements:

- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, address, phone number, and email of the plan author;
- Be produced in a uniform size of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;

If scanned hand-drawn plans are provided, they must be scanned at a 300 DPI resolution (however, natively generated CAD vector drawings are highly encouraged).

	Fire System Alteration
1.	**Fire District Inspection Form**, which will identify the particular alteration(s) or repair(s) to the fire system that must be performed.
	Appeal of a Building Official Determination
1.	**Appeal Letter** identifying the specific Building Code section subject to appeal. In accordance with Section 113, Chapter 1 of the California Building Code, 2019 edition, the appeal must "be based on a claim that the true intent of the Building code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed." An appeal cannot request that that the Building Board of Appeals waive a requirement of the Building Code.
	Emergency Repair
1.	**Photographs** of the building showing the extent of damage and the area(s) in need of repair. **Note**: Emergency repairs are "like-for-like" only. If changes to the building's design or layout are desired, an appropriate building permit and land use permit, if applicable, are required.
	Resolution Letter
1.	**Request Letter** describing the outstanding property deficiencies that need to be resolved.
	Addressing Request
1.	**Addressing Request** providing a brief written narrative that explains how the proposed street names, street suffix type, and address numbers were selected. When proposing new addresses, adherence to the following best practices is strongly encouraged to facilitate safe and efficient emergency access: <u>Street Naming Best Practices</u> • Using the name established for the street on the Tentative Subdivision Map (required when applicable). • Avoiding street names that are difficult to spell, pronounce, or that are duplicative with other street names in Santa Clara County. • Selection of street names that have a common thematic element either internally to the project or to other street names in the nearby vicinity of the project site. • Providing at least three private street names for each private street proposed to have backup options in the event the preferred street name is not approved. Please ensure the street names provided are in preferred rank order. • Selection of street suffixes based on their characteristics. Common examples include:

#	REQUIRED APPLICATION MATERIALS CHECKLIST
	○ "Place" is used for short streets that end without a full cul-de-sac. ○ "Lane" is used for narrow or short streets that are typically straight. ○ "Drive" is used for curvilinear streets that wind through a neighborhood or development. ○ "Court" is used for short streets that terminate in a cul-de-sac. ○ "Loop" is used for a street that begins and ends on the same parent street that may have a teardrop or horseshoe shape. ○ "Circle" is used for streets with a complete ring or circular pattern. ○ "Way" is used for small internal streets that function as secondary routes. Note: The suffixes Street, Avenue, Road, Boulevard, and similar terms are generally reserved for larger, publicly maintained streets designed to carry higher traffic volumes. These types of streets typically serve as main thoroughfares within a city or neighborhood and are not commonly used for private streets within residential or commercial developments. <u>Address Assignment Best Practices</u> • Assigning unit addresses based on their proximity of each unit's primary entry to a street, with priority given to addresses on public streets before considering interior street networks. • Use of the appropriate hundred block range. For example, if a project fronts a street where existing addresses fall within the 900 block, the new units should use addresses within the 900 block. • Assigning unit addresses using available numbers within the range on the same side of the street, while maintaining a buffer for future development and preserving existing addresses. For example, a property at 150 First Street proposing five units, located between 100 First Street and 200 First Street, should be addressed as 148, 149, 150, 151, and 152 First Street.
2.	**Addressing Exhibit** clearly depicting the location and orientation of the primary entry door of every unit, on every floor, on the property requesting addressing. Sample addressing exhibits are provided for ease of reference as follows: <u>Example #1 - Simple Addressing Exhibit (Used for Projects with 20 or Fewer Units)</u> 

#	REQUIRED APPLICATION MATERIALS CHECKLIST
	Example #2 – Advanced Addressing Exhibit (Used for Projects with 20 or More Units)* Note: Please also provide arrows indicating unit entries; as shown in Example #1. 
3.	**Addressing Table** providing a summary table of all addresses existing and proposed on the property by building which may be downloaded online as follows: → **Download Link** ← A sample address list is provided for ease of reference as follows:

Building Number	Addresse	Permit Number	Unit Number	Floor Plan
Building A (Subtotal)				
	960 TEST DR	City to Complete	1	PLAN 2A
	41 LALALAND LOOP	City to Complete	2	PLAN 1
	43 LALALAND LOOP	City to Complete	3	PLAN 2
	45 LALALAND LOOP	City to Complete	4	PLAN 2
	47 LALALAND LOOP	City to Complete	5	PLAN 1
Building B (Subtotal)				
	962 TEST DR	City to Complete	6	PLAN 1A
	964 TEST DR	City to Complete	7	PLAN 1
	966 TEST DR	City to Complete	8	PLAN 2
	968 TEST DR	City to Complete	9	PLAN 2
	970 TEST DR	City to Complete	10	PLAN 1

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in Adobe PDF (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, $, %, ^, &, ‘, ‘, and *), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of all sheets, **are combined into a single PDF file** (where applicable). Separate PDF files will not be accepted and will result in rejection of your application.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS Continued

Additionally, every application **must include a signed Acknowledgment Statement** (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
Determination of a New Dwelling	
■ **Project Plans**	■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
Fire System Alteration	
■ **Fire District Inspection Form**	■ **Inspection Form (year-month-day)** *Example*: Inspection Form (2020-01-30)
Appeal of a Building Official Determination	
■ **Appeal Letter**	■ **Appeal Letter (year-month-day)** *Example*: Appeal Letter (2020-01-30)
Emergency Repair	
■ **Photographs**	■ **Photographs (year-month-day)** *Example*: Photographs (2020-01-30)
Resolution Letter	
■ **Request Letter**	■ **Request Letter (year-month-day)** *Example*: Request Letter (2020-01-30)
Addressing Request	
■ **Addressing Request**	■ **Addressing Request (year-month-day)** *Example*: Addressing Plan (2020-01-30)
■ **Addressing Exhibit**	■ **Addressing Exhibit (year-month-day)** *Example*: Addressing Exhibit (2020-01-30)
■ **Addressing Table**	■ **Addressing Table (year-month-day)** *Example*: Addressing Table (2020-01-30)

APPLICATION FEES

Once your application has been accepted, an invoice with instructions for payment will be emailed to you. **Payment of the fees must made within two (2) business days**. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Please note that the City charges a 3.36% processing fee for all credit card transitions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the City's Inspection Handout https://bit.ly/inspectionshandout) for an explanation of what each inspection entails. Inspections may be called for over the phone at (985) 851-0760 or by using your MGO account.