CITY OF CAMPBELL
Community Development Department

NEW SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

BUILDING APPLICATION GUIDE

(Download at https://bit.ly/newresappguide)

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.

TYPICAL JOB TYPES

This Guide is to be used for new single-family residential projects such as the following:

- **New Single-Family Residential Dwelling(s)**
- **Addition and/or Remodel to a Single-Family Residential Dwelling**
- **New Detached and Attached Accessory Dwelling Unit (ADU)**

Note: If you are only remodeling the interior of your home or converting an existing room or garage to an ADU please refer to the Single-Family Residential Remodel Building Application Guide (see https://bit.ly/resremodelappguide).

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 a 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 Code standards applicable to construction of a new house. To ensure your permit application is correctly processed, the City has implemented a preliminary screening process. If your addition and remodel project exceeds 50% of the existing home's gross floor area (inclusive of living areas and garages), you are required to submit a "New House Determination" request to the Building Inspection Division **prior to submitting a building permit application** through the MGO system. If upon submittal of a "New House Determination" request, your addition and remodel project is classified as a "new dwelling using portions of the original structure" you must submit application materials for construction of new house as itemized below. Please refer to the Miscellaneous Requests Application Guide (see https://bit.ly/miscappguide) to obtain a determination.

OWNER BUILDER DECLARATION

The California Business and Professions Code allows owners of residential properties to act as their own contractor under certain conditions. If you are thinking about acting as an "owner-builder", there is important information you need to consider before pulling a permit. In compliance with State law, the City has prepared an informational package (see https://bit.ly/ownerbuilderform) that helps explain some of the legal implications of acting as an "owner-builder" for your project. You will need to sign and submit disclosure forms as part of your permit application if you wish to act as an "owner-builder". Please note that a Limited Liability Company (LLC) cannot be an "owner-builder," a licensed contractor is required.

WASTE MANAGEMENT PLAN

The California Green Building Standards Code (CALGreen) requires that 65% of all non-hazardous construction and demolition waste be diverted from landfills though reuse (salvage) and/or recycling, through preparation of a Waste Management Plan (WMP). This requirement applies to all non-residential projects as well residential projects that include additions, alterations, or demolitions. The City has contracted with the Green Halo Systems to review and monitor compliance of project WMPs. Participation is mandatory as the City will no longer be accepting WMPs outside of the Green Halo system. Please review the City's Green Halo Waste Management Plan Handout (see https://bit.ly/campbellwmp) for further information.

MULTIPLE SINGLE-FAMILY DWELLINGS / SUBDIVISION

Development of multiple single-family dwellings approved in conjunction with or subsequent to approval of a Tentative Map must be separated into two distinct permit reviews for the construction phase:

- A permit for construction of *each* dwelling; and
- A separate permit for grading and associated site improvements (e.g., paved surfaces, surface/subsurface utilities, stormwater management, and landscaping).

Due to the separated scopes-of-work, the construction plan requirements specified by this Guide do not require civil engineering plans (i.e., grading & drainage plans, utility plans, stormwater management plan) or landscaping plans, since these plans are to be provided as part of the application for a Grading and Site Improvement Permit (see https://bit.ly/gradingappguide). Applications for these permits may be made concurrently or at different times. However, building permits for a new dwellings cannot be issued until the permit for grading and site improvements has also been issued. Additionally, an application for a Final Map must also be submitted prior to applications for building permits be accepted. The Final Map must be approved and recorded prior to any building permits being issued.

TREE REMOVAL AND PROTECTION

The City of Campbell Tree Protection Ordinance protects any Oak, Redwood, Cedar, or Ash tree measuring 12-inches in diameter or greater (as measured 4-feet above grade) on a single-family property. If your project includes removal of a "protected" tree you first must secure approval of a Tree Removal Permit (see http://bit.ly/treeremovalchecklist). Please note that the City of Campbell is a recognized "Tree City USA" committed to the preservation of the community's urban forest. As such, Tree Removal Permit requests are granted only in very limited circumstances and are frequently denied due to the high threshold set by the City's Tree Protection Ordinance. Please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov for more information. Further, if the property contains a "protected tree(s)," construction activity cannot occur within the dripline of the tree(s) and protection measures consistent with the Campbell Standards for Tree Protection During Construction must be implemented.

FRONTAGE IMPROVEMENTS

Construction of a new single-family dwelling or an addition equal to or greater than 50% of the existing structure size (inclusive of living area and garage) may require construction and/or repair of public frontage improvements, such as curbs and gutters, driveways, sidewalks, street lights, street trees, street signs, and curb-ramps. Dedication of land to the City may also be necessary if the existing street right-of-way cannot accommodate the required improvements. If your project required prior approval of a land use permit or a Tentative Map, your Conditions of Approval will already identify any required frontage improvements. If no previous land use permits were required, then you are encouraged to contact the Engineering Division at (408) 866-2150 or publicworks@campbellca.gov to discuss your project.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. A designation of 'Yes' or 'No' in each row states whether the specific Application Material is required or not for the particular project type (i.e., an "Addition & Remodel," "ADU", or "New House"). Two columns are provided for the "New House" project type to identify whether materials are required depending if the proposal is for a single (stand-alone) dwelling or for multiple dwellings as part of a subdivision approval, as discussed on Page 2.

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	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
	Construction Plan Sheets *(provide as a single document)*				
1.	**Coversheet** ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Documentation of Flood Zone (reference FEMA Flood Maps); ■ Documentation of occupancy groups classification (e.g., R3 and U); type of construction (e.g., Type VB); and applicable codes (e.g., 2019 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards); ■ Documentation of Seismic Zone (D2); Wind Design Speed (100 exposure B); Soil Bearing Capacity (1500psf min.); Average Winter Design Temp. (40-59F); Average Summer Design Temp. (53-86F); Termite Level (Heavy); Floor Load (40/10); Bedroom Floor Load (30/10); and Roof Load (20/10); ■ Project data table including net lot size, gross lot size, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, impervious/pervious coverage, existing/proposed building square-footage (for each floor and in total), building heights, building setbacks (all sides and all floors), and number of parking stalls; ■ Indicate that "The project shall comply with the submitted Waste Management Plan". See https://bit.ly/campbellwmp for more information; ■ Identification of service providers: San Jose Water Company, Pacific Gas and Electric (PG&E), West Valley Sanitation District, and West Valley Collection and Recycling; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes); ■ Indicate that "No product may be used that exceeds California's maximum limits on Volatile Organic Compounds (VOC)"; ■ Indicate that "Construction Hours are limited to 8 AM to 5 PM Monday through Friday and 9 AM to 4 PM Saturday. No construction on Sundays and holidays"; ■ Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the Santa Clara County Fire District Standards and Templates (please	**Yes** **Yes**	**Yes** **Yes**	**Yes** **Yes**	**Yes**[1] **Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
	also refer to the Fire Sprinkler FAQ for more information on when fire sprinklers are required).				
2.	**Blueprint for a Clean Bay** standard template sheet providing best management practices for the construction industry. A PDF of this sheet may be downloaded at https://bit.ly/cleanbaynotes.	**Yes**	**Yes**	**Yes**	**Yes**
3.	**Conditions of Approval** printed in full as an entire plan-sheet. **Note (1)**: Only required if your project was subject to a land use permit.	**Yes**	**No**	**Yes**[1]	**Yes**
4.	**Existing/Demolition Plan** providing the information required for the 'Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable). **Note**: Whole house or partial demolition requires a separate demolition permit (see https://bit.ly/demoappguide for more information).	**Yes**	**No**	**Yes**	**No**
5.	**Reference Site Plan** ■ A note stating: "For Reference Only. Please refer to the Site Improvement Plan for all site improvement details"; ■ Property lines, and property line dimensions; ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Existing/proposed primary buildings and accessory structures, showing dimensions of each building/structure. **Note**: For projects that are part of a subdivision approval (see Page 2), site improvements (e.g., paved surfaces, surface/subsurface utilities, landscaping) are shown on a separate Site Improvement Plan. As such, a "Reference Site Plan" is simply intended to orient the plan-reviewer and is not intended for construction.	**No**	**No**	**No**	**Yes**
6.	**Site Plan** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Proposed and existing (to be retained) primary buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences, including retaining walls; ■ Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Location of air conditioner (AC) unit(s) and trash/recycling receptacle storage area; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line.	**Yes** **Yes**	**Yes** **Yes**	**Yes** **Yes**	**No** **No**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
	Note: For addition/remodels and ADUs only. New single-family homes require submittal of a formal Landscape Documentation Package (see Item No. 21).				
7.	**Floor Plans** ■ All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings); ■ Labeled use of each room (bedroom, kitchen, office, etc.); ■ Dimensions of all exterior walls, doors, windows and rooms; ■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.); ■ All mechanical equipment (water heaters, air conditioners, electric vehicle chargers, etc.). **Note**: The City's locally adopted Building Code only allows electrical heating systems and water heaters (i.e., no natural gas). However, natural gas cooking ranges, fireplace units, and pool heaters are allowed.	**Yes**	**Yes**	**Yes**	**Yes**
8.	**Floor Area Diagram** that visually depicts ("box-out") the square-footage of the proposed structure(s), including dimension notations and numeric calculations so that floor area values may be verified.	**Yes**	**Yes**	**Yes**	**Yes**
9.	**Exterior Elevations** ■ Unobscured grayscale hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures; ■ Delineation between existing and proposed construction (for additions) through use of lines, shading, and/or notes; ■ Existing and finished grade (in AMSL benchmarks); ■ Maximum structure height, "wall heights," and finish floor height of each floor (as measured from finish grade) in both relative values (feet and inches) and elevation benchmark (AMSL); ■ All exterior materials and associated colors, including roofing (including required photovoltaic panels), roof eaves, wall cladding, doors, windows, trim, sills, and railings, with specific manufacture and product number notations consistent with the color/material sheet; ■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.	**Yes**	**Yes**	**Yes**	**Yes**
10.	**Color/Material Sheet** providing illustrations of proposed materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevation sheet(s).	**No**	**No**	**Yes**	**Yes**
11.	**Building Cross Sections** taken from at least two opposing sides indicating grade and height details required for the elevation drawings, and floor plate and roof plate heights.	**Yes**	**Yes**	**Yes**	**Yes**
12.	**Roof Plan** showing roof slope(s) and direction, and anticipated location of rooftop vents, skylights, and photovoltaic panels. **Note**: The California Building Code (CBC) requires installation of a photovoltaic system on all new homes (including "new dwellings using portions of the original structure"). To determine the minimum system size please use this calculator.	**Yes**	**Yes**	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
13.	**Roof and Truss Framing** ■ Electronically stamped truss design by the review engineer; ■ Roof framing plan with truss I.D. number and manufacturer's name; ■ Detail of all truss splices, connections, plate sizes and hangers; ■ Show all trusses including gable bracing and bridging.	**Yes**	**Yes**	**Yes**	**Yes**
14.	**Structural Plans** ■ Foundation and structural floor framing plan with footing/ pier/grade or slab details; and bracing and support details; ■ Structural material and fastener specification; ■ Braced wall, shear wall, and bracing method plan; ■ Hold-down schedule with table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns and bolts; ■ Special inspection requirements including all slip-critical bolds and dowels.	**Yes**	**Yes**	**Yes**	**Yes**
15.	**Detail Sheets**, as applicable. All details and sections should cross reference with other sheets as appropriate ■ Window schedule detailing egress, safety glazing, and any skylight-approved listing numbers; ■ Door schedule listing sizes and types of locking or closing hardware; ■ Flashing and waterproofing details and notes; ■ Footing, piers and grade beams, detail all post-to-beam, post-to-footing and beam-to-beam, specify metal connectors; ■ Post and girder connections; ■ Roof details, including eaves, overhangs, rakes and gables; ■ Floor changes such as wood-to-concrete flashing details; ■ Handrails, guardrails and support details; ■ Structural wall sections with details at foundation, floor and roof levels; ■ Stairway rise and run, framing, attachment and dimensions of members; ■ Prefabricated fireplace with approved listing number.	**Yes**	**Yes**	**Yes**	**Yes**
16.	**Mechanical, Plumbing, and Electrical Plans** ■ Location of HVAC equipment and size, noting BTU/HR output; ■ Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels; ■ Locations of plumbing fixtures, listing all required dimensions; ■ Locations of all utility pipes and wires to the building and meters, as well as shut-off valves or switches. Size all meters, piping, and wiring. **Note**: If your project includes a junior accessory dwelling unit (JADU), the kitchen is limited to a sink with a maximum waste line diameter of 1 ½ inches (i.e., a "bar sink") and cooking appliances that do not require natural/propane gas or electrical service greater than 120 volts (i.e., a two-burner electric or induction range).	**Yes** **Yes**	**Yes** **Yes**	**Yes** **Yes**	**Yes** **Yes**
17.	**Building Energy Efficiency Standards (Title 24) Plans** ■ CF-1R and MF-1R forms completed and signed; ■ CF-GR and Insulation Certificate; ■ Identify mandatory energy efficiency measures;	**Yes**	**Yes**	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
	■ Identify lighting and water use restrictions; ■ Performance analysis and backup forms. **Note**: Forms are available online (see https://bit.ly/cf1rforms) for applicants wishing to complete their own Energy Conservation Measures documentation.				
18.	**Grading and Drainage Plans** ■ *Actual* (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade; **Note**: "New dwelling using portions of the original structure" and ADUs may use the existing foundation as the baseline elevation level, rather than an AMSL benchmark. ■ Surveyed property line dimensions and lot size; ■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths; ■ Stormwater controls using gutters, leaders, emitters, retention basins, and/or seepage pits to retain stormwater on-site; ■ Documented square-footages of new impervious/pervious areas; ■ Stated maximum depth and volumes of cut and fill; ■ Cross-sections at property lines; ■ Retaining (masonry) walls showing height and materials.	**No**	**Yes**	**Yes**	**No**
19.	**Utility Plan/Joint Trench Plan** ■ Location of all existing and proposed surface and subsurface utilities, including electrical, gas, sanitary sewer, water, and telecommunications; ■ Alignment of a proposed joint trench for subsurface utilities; ■ A plan and profile of proposed sanitary sewers and other utilities, with grades and sizes indicated.	**No**	**Yes**	**Yes**	**No**
20.	**Erosion Control Plan** ■ Erosion Control Point of Contact: Include name and contact information for the person responsible for maintaining erosion and sediment control measures throughout the term of the permit on the EC Plan or on the Cover Sheet; ■ Existing drainage patterns and direction of flow; ■ Locations of all stormwater inlets; ■ Limits of disturbed areas; ■ Areas not to be disturbed and off-limits to construction activity; ■ Location and type of all erosion control measures; ■ Maintenance requirements and schedule for all erosion control measures; ■ Details for all proposed erosion control measures including: Stabilized Construction Entrance, Fiber Roll Installation, Concrete Washout Area(s), Inlet Protection, Stockpile Protection, etc.	**No** **No**	**No** **No**	**Yes** **Yes**	**No** **No**
21.	**Landscape Documentation Package** prepared by an authorized professional in compliance with Appendix 'D' (Prescriptive Compliance Option) of the California Model Water Efficient Landscape Ordinance (MWELO). **Note (1)**: Additions to existing single-family homes and construction of an ADU may simply provide landscaping notes on the Site Plan (see Item No. 6), unless the amount of new or rehabilitated front-yard	**No**[1]	**No**[1]	**Yes**	**No**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADDITION & REMODEL	ADU	NEW HOUSE	
				SINGLE	MULTIPLE
	landscaping exceeds 500 square-feet (requiring submittal of a Landscape Documentation Package).				
22.	**Tree Survey** depicting *all* existing trees (irrespective of size or species), including the center of the trunk and extent of the canopy/drip-line, overlaid on a site plan showing proposed buildings and utilities and noting the proximity of each tree to these features; and an itemized table identifying each tree by number and noting each tree's species (common and scientific names) and size (diameter measured four feet above grade).	**Yes**	**Yes**	**Yes**	**No**
23.	**Tree Removal and Protection Plan** incorporating the tree depiction information (i.e., trunk location and canopy/drip-line) and the itemized table, as specified by Item No. 22 (Tree Survey), but also identifying trees to be removed and/or preserved. Protection measure must be consistent with the Campbell Standards for Tree Protection During Construction (see https://bit.ly/treeprotectionreq). **Note**: *Do not* provide an arborist report with this plan.	**Yes**, if any Cedar, Redwood, Oak, or Ash trees are present.			**No**
	Additional Items *(provide as separate documents)*				
24.	**Soils Report,** prepared by a licensed engineer specializing in soils mechanics containing foundation and retaining wall design recommendations. **Note (1)**: Only required for projects located near San Tomas Aquino Creek or including a structural retaining wall over 4-feet.	**No**	**No**	**No**[1]	**No**[1]
25.	**Structural Calculation Report**, prepared by a licensed structural engineer.	**Yes**	**Yes**	**Yes**	**Yes**
26.	**Title 24 Energy Report/Calculations**, documenting compliance with California Title 24 energy standards.	**Yes**	**Yes**	**Yes**	**Yes**
27.	**Manufactured Truss Report and Truss-Review Letter** signed by the engineer of record.	**Yes**	**Yes**	**Yes**	**Yes**
28.	**Owner-Builder Disclosure Forms**, signed by the property owner (an individual person, not an LLC) (see https://bit.ly/ownerbuilderform).	**Yes,** if an "owner-builder"			**No**
29.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance.	**No**	**No**	**Yes**	**No**
30.	**MWELO Compliance Checklist (Prescriptive Compliance)**, documenting compliance with the California Model Water Efficient Landscape Ordinance (MWELO) for projects subject to the Prescriptive Compliance Option (see https://bit.ly/MWELOPrescriptive). **Note (1)**: Only required if a Landscape Documentation Package is required per Item No. 21.	**No**[1]	**No**[1]	**Yes**	**No**
31.	**Acknowledgment Statement** (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	**Yes**	**Yes**	**Yes**	**Yes**
32.	**Applicant Response Letter** providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).	**Yes**	**Yes**	**Yes**	**Yes**

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Each sheet shall be digitally signed by the plan drafter. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;
- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- 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);
- Incorporate all the required plan sheets, inclusive of architectural, civil, structural, and landscaping sheets, into a single set of Construction Plans.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, special characters (!, @, #, $, %, ^, &, ", ", and *), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of architectural, civil, structural and landscaping sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application. For file organization purposes, each application material must be appended with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Rev. 1 – New Window)".

REQUIRED FILE NAMING FORMAT *(label each file exactly like this)*		
Required Material *(one PDF file for each item)*	**Submittal Version** *(identify the submission number)*	**Post-Issuance Revisions** *(identify the revision number/purpose*
■ **Construction Plans**	■ **Construction Plans (Sub. 1)**	■ **Construction Plans (Rev. 1 –*Scope*)**
■ **Soils Report**	■ **Soils Report (Sub. 1)**	■ **Soils Report (Rev. 1 – *Scope*)**
■ **Structural Calculation Report**	■ **Structural Report (Sub. 1)**	■ **Structural Report (Rev. 1 – *Scope*)**
■ **Title 24 Energy Report/Calculations**	■ **Title 24 Report (Sub. 1)**	■ **Title 24 Report (Rev. 1 – *Scope*)**
■ **Manufactured Truss Report and Truss-Review Letter**	■ **Truss Report (Sub. 1)**	■ **Truss Report (Rev. 1 – *Scope*)**
■ **MWELO Compliance Checklist (Prescriptive Compliance)**	■ **MWELO Checklist**	**N/A**
■ **Owner-Builder Disclosure Forms**	■ **Owner-Builder Form (Sub. 1)**	**N/A**
■ **Preliminary Title Report**	■ **Title Report (Sub. 1)**	**N/A**

REQUIRED FILE NAMING FORMAT *(label each file exactly like this)*		
■ **Acknowledgment Statement**	■ **Acknowledgment Statement**	**N/A**
■ **Applicant Response Letter**	■ **Response Letter (Sub. 2)**	**N/A**

OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **The School Districts** collect "Developer Fees" for residential construction in excess of 500 square feet. The fees are collected by the district(s) prior to permit issuance. Referral forms will be provided by the Building Inspection Division during the plan-check process. To find your school district(s), please refer to the County Assessor website. Please contact the applicable district for current fee rates:
  - Campbell Union High School District – (408) 371-0960 x2044/2042
  - Campbell Union School District – (408) 341-7000 x6267
  - Cambrian School District – (408) 377-2103 x1122
  - Moreland School District – (408) 874-2900
- **West Valley Sanitation District** (WVSD) collects infrastructure and sewer fees for new construction. Payment of these fees must be made prior to permit issuance. A WVSD issued permit labeled "Copy for Building Department" must be provided to the City. Please contact WVSD at (408) 378-2407 for further information.
- **Santa Clara County Fire District** (SCCFD) approval of a fire sprinkler system requires a separate review and approval letter. Plan submittal and fee information may be obtained from SCCFD at (408) 378-4010.
- **San Jose Water Company** may require a new upsized water service connection and payment of fees if your project requires installation of a fire sprinkler system. Please contact San Jose Water at (408) 279-7900 for further information.
- **Santa Clara County Assessor** will appraise the new construction. Please call (408) 299-5300 for further information.

APPLICATION FEES

Payment of an initial plan-check will be due at time of application submittal. 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. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-check (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees. 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 (see https://bit.ly/inspectionshandout) for an explanation of what each inspection entails. Inspections may be called for over the phone at (866) -957-376 or by using your MGO account.

REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Inspection Division (including third-party plan-check consultant), Planning Division, Land Development Engineering Division, and the Santa Clara County Fire District. Comments from these departments will be provided at the same time upon completion of the plan review. Please allow a minimum of 4 to 6 weeks for the first plan-check and 2 to 4 weeks for all subsequent reviews.

PERMIT DEADLINES

A permit application will expire without refund of fees if the applicant fails to obtain a building permit within 180 days from the date of application submittal. Similarly, an issued building permit will expire without refund of fees if the applicant fails to pass an inspection every 180 days from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

RESUBMITTALS

Plan-check comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Inspection Division that all comments have been provided. When revised materials are ready to be submitted, please include a detailed letter providing an itemized response to each plan-check comment, **organized by review party (i.e., Fire District, Planning, etc.)**. To upload revised materials, please review these instructions on the City's Application Center webpage.

CITY OF CAMPBELL
Community Development Department

ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

(1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act (CPRA);

(2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;

(3) An application for a building permit is not deemed submitted until all required materials have been confirmed received and all plan-check fees have been paid;

(4) The contractor shall maintain their required license and bond in good standing with the Contractors State License Board and a current City of Campbell Business License during the entirety of construction activity;

(5) A permit application or an issued building permit will expire without refund of fees if the applicant fails to secure a permit or pass an inspection within 180 days, respectively. In the event a building permit expires, the City may impose fines and/or exercise administrative remedies to compel timely completion of work. A new permit application and payment of fees shall be required to complete the work/construction;

(6) Issuance of a building permit shall not be construed to be an approval of a violation the California Building Code or Campbell Municipal Code (CMC); a permit issued in error under such circumstance shall be considered void;

(7) Construction activity shall occur in compliance with the time and noise limitations specified by CMC Sec. 18.04.52, as well as with local and State air quality and stormwater protection requirements;

(8) For the purposes of the Telecommunications Act 47 U.S.C. §332(c)(7), California Government Code § 65964.1, the Permit Streamlining Act, and any applicable Federal Communications Commission orders or regulations, an application for a development permit is not deemed submitted, and therefore any applicable shot clocks will not be deemed triggered, until all required materials have been received and all fees have been paid;

(9) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in monetary and/or civil penalties and may also incur additional City requirements if the scope-of-work exceeds codified thresholds (e.g., determination of a new dwelling); and

(10) The information submitted with the permit application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT (OR CONTRACTOR) ACKNOWLEDGEMENT

Name:	**Title** (*if applicable*):	**Signature**:	**Date**:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	**Title** (*if applicable*):	**Signature**:	**Date**:
_____	_____	_____	_____

Company (*if applicable*):

_____