



CITY OF CAMPBELL
Community Development Department

DEMOLITION PERMIT
BUILDING APPLICATION GUIDE

(Download at <https://bit.ly/demoappguide>)

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 demolition of existing structures, including:

- **Demolition of a Whole or Partial Structure**
- **Removal of Pool/Spa/Septic tank**
- **Removal of Non-Permitted Work**

Note: Removal of existing site improvements, such as concrete or asphalt do not require a demolition permit. However, installation of new impervious surfaces may require specific stormwater treatment measures. Please review the Grading and Site Improvement Building Application Guide for additional information (see <https://bit.ly/gradingappguide>).

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.

PLANNING APPROVAL

Demolition of existing structures often cannot be approved until the City has granted a land use permit for redevelopment of the property. This is often the case for larger properties where redevelopment would require formal review under the California Environmental Quality Act (CEQA). This notwithstanding, the City also generally recommends against voluntary demolition of a residence(s) until a new residence(s) has been approved, since premature demolition may result in unanticipated financial impacts. Before submitting an application to demolish a primary structure, please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov to discuss your proposal.

STORMWATER PROTECTION BEST MANAGEMENT PRACTICES

As authorized by the Federal Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) requires contractors and property owners to implement and adhere to certain stormwater and runoff pollution prevention best management practices (BMP), as noted below. These measures are intended to protect the San Francisco Bay watershed from nonpoint source pollution. Any uncontrolled release of sediment or pollution into the stormwater system or any waterway is a serious violation of the law and may result in civil and criminal enforcement by the City of Campbell and/or the Regional Water Quality Control Board (RWQCB).

Erosion Control:

- Coverage of exposed slopes and open graded areas (seeding, blanket, tackified straw)
- Flow/energy dissipator (check dams, terracing, splash blocks)

Sediment Control

- Dirt and mud tracking controls (NO mud allowed from the site onto streets)
- Perimeter control to prevent soil/sediment transport

Site Management and Housekeeping Practices

- Cover/protection of construction materials and equipment on-site from rain and runoff (e.g. dirt mounds, materials, paints, machinery, vehicles, etc.)
- Trash and Litter in closed containers

Non Stormwater Management

- Dewatering, foundation pumping, sprinkler testing, pool water discharge activities
- Oil, diesel and petroleum product drippings from vehicles and equipment
- Fueling areas must be protected from rain and without leakage

In addition, demolition activities disturbing more than one acre of land must submit a Stormwater Pollution Prevention Plan (SWPP) and file a Notice of Intent (NOI) with the [State Water Resource Control Board](#).

PERMIT HOLDER'S RESPONSIBILITY

It is the permit holder's responsibility to be familiar with and contact the proper agency when a hazard is encountered during the course of the permitted work. The permit holder shall make all owners, employees and contractors aware of these requirements. The following procedures must be followed when a hazard is discovered:

Broken Gas Line: Shut off any equipment and evacuate the immediate area. Dial 911 for Emergency Response as soon as possible.

Electric Line Down: Evacuate the area immediately. Dial 911 for Emergency Response as soon as possible.

Abandoned Septic Tank: Notify the Building Inspection Division. Break up or remove the lid and pump out any existing sewage. Make 3 holes in bottom, and then fill in the tank with earth, sand, gravel or concrete to the top of the tank walls. A permit and inspection are required for this work. Contact [West Valley Sanitation District](#) (WVSD) for sewer connection property cleanout information.

Asbestos Material: A notification form must be provided to the [Bay Area Air Quality Management District \(BAAQMD\)](#) prior to permit issuance. It is the permit holder's responsibility to contact this agency and receive permission prior to starting the actual demolition work. Failure to comply will be cause for suspension or revocation of the Demolition Permit. BAAQMD will inform the permit holder of the proper methods to determine if asbestos is present and for removal.

The hazards listed above are not all inclusive of hazardous conditions which may be encountered while a demolition is being performed. It is the responsibility of a permit holder to inform the Building Inspection Division of any unusual conditions which may constitute or become a hazard to life or property.

HOURS OF WORK / NOISE LIMITATIONS

Demolition activity is loud and can be bothersome to residents. As such, the Campbell Municipal Code limits activity to 8:00 AM to 5:00 PM Monday through Friday and 9:00 AM to 4:00 PM Saturday. No construction on Sundays or federally recognized holidays is allowed. Additionally, loud environmentally disruptive noise over fifty db's., such as air compressors without mufflers, continuously running motors or generators, and loud playing musical instruments or radios are prohibited. Violation of these standards will be result in monetary citations and/or a "stop-work" order.

WEST VALLEY COLLECTION AND RECYCLING

Prior to commencing demolition activity, you must contact West Valley Collection and Recycling (WVC&R) to request a [construction and demolition debris box service](#). Please note that pursuant to [CMC Sec. 6.04.160](#), as the City's contracted waste hauler, **WVC&R is the only authorized provider of debris boxes in the City of Campbell. Use of unauthorized debris boxes or debris hauling services is prohibited.** However, demolition contractors may use their own company trucks to haul waste and recyclable material to an authorized waste disposal facility. If self-hauling, you must upload copies of the disposal tags to the Green Halo system, as noted, below.

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 through 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.

SWIMMING POOL / SEPTIC TANK STANDARD REQUIREMENTS

Demolition of swimming pools/spas and septic tanks is a routine activity. The following provides a listing of the general requirements based on the 2019 California Building Code and 2019 California Residential Code.

Swimming Pools/Spas

- Swimming pools shall be drained to the sanitary sewer. For information on draining pools or spas call West Valley Sanitation District (WVSD) at (408) 378-2407.
- If the concrete shell of the pool is to remain, a minimum of four holes (1 sf each) shall be punched into the bottom of the pool, at least one in the deepest point.
- Remove the coping and any concrete to 4' below the dirt line. The concrete may be placed in the pool using gravel to fill the voids and a 1' layer on top of the concrete.
- The top 3' of the pool must be filled with clean fill dirt and compacted to match the adjacent grade level.
- Two inspections are required for pool removals. The in-progress inspection should be scheduled when the bottom holes are in place and the top 3' of coping & concrete have been removed. The final inspection should be scheduled after the gravel and compacted dirt is at the level of the adjacent grade and the utilities have been capped and made safe.
- Before calling for a final inspection, please make sure the following has been completed:
 - All branch circuits feeding the pool equipment removed and abandoned.
 - Gas lines removed and capped off at gas meter location.
 - Pool filled with soil and compacted at 12" intervals.

Note: If a structure is to be constructed above or near the filled pool/spa, a wet stamped geotechnical compaction report/letter prepared by a soils engineer must be submitted.

Septic Tanks

- If connecting to the sanitary sewer you must first obtain a permit from West Valley Sanitation District (WVSD). 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.
- Tanks shall be pumped, and waste hauled away by a sanitation company.
- The tank may remain, if cleaned and a 3 sf hole punched into the base and filled with concrete and gravel with 2 feet of compacted dirt over the top.
- Two inspections are required for tank removals. The in-progress inspection should be scheduled when the tank is cleaned and the base holes are in place. The final inspection should be scheduled after all work is completed.

Note: If a structure is to be constructed above or near the filled septic tank, a wet stamped geotechnical compaction report/letter prepared by a soils engineer must be submitted.

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 demolition permit application to be accepted. A designation of 'Y' (Yes) or 'N' (No) in each row states whether the specific Application Material is required or not for demolition of a "Whole/Partial Structure," "Unpermitted Work," or "Pool/Spa/Septic". 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 | WHOLE/PARTIAL STRUCTURE | UNPERMITTED WORK | POOL/SPA/SEPTIC |
|--|--|-------------------------|------------------|-----------------|
| Demolition Plan Sheets <i>(provide as a single document)</i> | | | | |
| 1. | Coversheet <ul style="list-style-type: none"> ■ Project site address, APN, project title, scope of work, and vicinity map; ■ 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"; ■ Indicate that "The project shall comply with the submitted Waste Management Plan". See https://bit.ly/campbellwmp for more information. | Y | Y | Y |
| 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 . | Y | N | N |
| 3. | Conditions of Approval printed in full as an entire plan-sheet, including any mitigation measures specified by a Mitigated Negative Declaration. Note: Only required if demolition was associated with a land use permit approval. | Y | N | N |
| 4. | Simple Demolition Site Plan <ul style="list-style-type: none"> ■ Property lines, and property line dimensions; ■ Setback distances between the pool/septic tank/unpermitted structure and property lines and any on-site structures (e.g., house, garage, shed). ■ Identification of the pool/septic tank/unpermitted structure proposed to be demolished through shading or "cross-out" symbols. ■ Provide standard notes (for pools and spas) as indicated on Page 3. | N | Y | Y |
| 5. | Demolition Site Plan <ul style="list-style-type: none"> ■ Property lines, and property line dimensions; ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ All existing buildings and accessory structures, showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; and square footage of the demolition area; ■ Show 6-foot tall slatted chain-link construction fencing around the perimeter of the property; ■ Identify the building(s)/structure(s) proposed to be demolished through shading or "cross-out" symbols; | Y | N | N |

| # | REQUIRED APPLICATION MATERIALS CHECKLIST | WHOLE/PARTIAL STRUCTURE | UNPERMITTED WORK | POOL/SPA/SEPTIC |
|---|---|----------------------------|------------------|-----------------|
| | <ul style="list-style-type: none"> ■ Specify that all water, sewer, gas, and electrical pipes and wires that will be capped-off; ■ Indicate installation of BMP pollution control measures as noted on Page 2. | | | |
| 6. | <p>Tree Removal and Protection Plan</p> <ul style="list-style-type: none"> ■ Depict 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 buildings and utilities; ■ Identify trees <i>approved</i> to be removed and/or preserved. ■ Provide 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); ■ Show protective fencing and specify protection notes for trees to be retained per the City's Standards for Tree Protection During Construction (see https://bit.ly/treeprotectionreq) or as otherwise set forth by a land use permit or Mitigated Negative Declaration (MND). <p>Note: Removal of "protected" trees required prior approval of a Tree Removal Permit. Please refer to the Tree Removal Permit Planning Application Checklist (see http://bit.ly/treeremovalchecklist) for further information.</p> | Y | N | N |
| Additional Items <i>(provide as separate documents)</i> | | | | |
| 7. | <p>Demolition Clearance Form (see https://bit.ly/democlearanceform) signed by West Valley Sanitation District (WVSD), Pacific Gas & Electric Company (PG&E), and the Bay Area Quality Management District (BAAQMD).</p> | Y | N | N |
| 8. | <p>BAAQMD "J-Number" Acknowledgment Form</p> | Y | N | N |
| 9. | <p>PCBs (Polychlorinated Biphenyls) Screening Assessment Form</p> <ul style="list-style-type: none"> ■ Part 1 of the Assessment Form (see https://bit.ly/pcbformpart1) must be completed and signed for demolition of all structures. ■ Part 2 of the PCBs Assessment Form (see https://bit.ly/pcbformpart2) is required for demolition of certain structures as specified by Part 1. | Y | N | N |
| 10. | <p>Pest/Animal Control Report based on an on-site inspection of all structures and unimproved property for vermin and peridomestic animals (e.g., rodents, skunks, opossums, raccoons, etc.).</p> | Y | N | N |
| 11. | <p>Extermination/Removal Plan to rid the site of vermin and/or peridomestic animals in compliance with all applicable local, State, and Federal laws.</p> <p>Note (1): Only required if the Pest/Animal Control Report identifies vermin and/or peridomestic animals.</p> | Y ¹ | N | N |
| 12. | <p>Geotechnical Compaction Report/Letter prepared by a soils engineer.</p> <p>Note: Only required if a structure is to be constructed above or near the filled pool/tank.</p> | N | N | N |
| 13. | <p>Housing Crisis Act (SB330/SB 8) Compliance Form completed and signed by the property owner identifying if any "protected units" would be demolished as part of a "housing development project".</p> | Y | N | N |
| 14. | <p>Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.</p> | Y | Y | Y |

DEMOLITION PLAN PREPARATION REQUIREMENTS

Demolition Plans submitted for a demolition 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., 1/4" = 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;
- 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);
- All sheets shall be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Incorporate all the required plan sheet into a single set of Demolition 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 Demolitions Plans, inclusive of all sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.

| REQUIRED FILE NAMING FORMAT | |
|--|---|
| Required Material <i>(one PDF file for each item)</i> | Required File Name Format <i>(label each file exactly like this)</i> |
| ■ Demolition Plan | ■ Demolition Plan |
| ■ Demolition Clearance Form | ■ Clearance Form |
| ■ BAAQMD "J-Number" Acknowledgment Form | ■ J-Number Form |
| ■ PCBs Screening Assessment Form | ■ PCB Form – Part 1 |
| | ■ PCB Form – Part 2 |
| ■ Pest/Animal Control Report | ■ Pest Control Report |
| ■ Extermination/Removal Plan | ■ Extermination Plan |
| ■ Geotechnical Compaction Report/Letter | ■ Geotechnical Letter |
| ■ Housing Crisis Act (SB330/SB 8) Compliance Form | ■ Housing Crisis Act Compliance Form |
| ■ Acknowledgment Statement | ■ Acknowledgment Statement |

INSPECTIONS

A final inspection to verify that the following tasks have been completed may be called for over the phone at (866) 957-376 or [by using your MGO account](#).

- All branch circuits feeding the structure equipment removed and abandoned;
- Gas lines removed and capped off at gas meter location;
- Sanitation sewer capped off; and
- The site has been cleared of all debris.

APPLICATION FEES

Payment of permit fees 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 be 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 transactions 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.

PERMIT DEADLINES

An issued demolition permit will expire without refund of fees if the applicant fails to pass a final inspection within 180 days from the date of issuance. The Building Official may grant extension 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.



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):
