



**CITY OF CAMPBELL**  
Community Development Department

**MISCELLANEOUS REQUESTS**  
**BUILDING APPLICATION GUIDE**

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

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](mailto:building@campbellca.gov), or visit us at City Hall.

**A TYPICAL JOB TYPES**

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

REQUEST TYPES	
REQUEST	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Determination of a New Dwelling</b></li> </ul>	<ul style="list-style-type: none"> <li>■ 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.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Complete Work on an Expired Permit</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to issue a new permit that allows the completion of work authorized by an expired permit, and needed inspections.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Fire System Alteration</b></li> </ul>	<ul style="list-style-type: none"> <li>■ 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.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Appeal of a Building Official Determination</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to appeal the Building Official’s interpretation of the Building Code, to be considered by the Building Board of Appeals.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Emergency Repair</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to conduct emergency repair work following a fire, accident, or disaster, which must be performed immediately in the interest of public safety.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Resolution Letter</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to resolve multiple property deficiencies that may include: Code Enforcement, Stop Work, Building Without a Permit (BWOP), and Expired Permits.</li> </ul>

**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

## DIGITAL SUBMISSION REQUIRED *Continued*

(408) 866-2130 or [building@campbellca.gov](mailto: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 <i>(provide a single file)</i>	<b>Existing Floor Plan</b> depicting existing walls and linear wall (scaled) dimensions.
2.		<b>Proposed Floor Plan</b> depicting existing and new walls and linear wall (scaled) dimensions.
3.		<b>Roof Plans</b> indicating (scaled) dimensions, form, and pitch, and the extent of new roofing.
4.		<b>Site Plan</b> indicating property lines and (scaled) dimensions, all existing and proposed structures, and existing and proposed building setbacks.

#	REQUIRED APPLICATION MATERIALS CHECKLIST
<b>Complete Work on an Expired Permit</b>	
1.	<b>Request Letter</b> describing the extent of work that was performed under the previously issued building permit and an explanation as to why the permit expired.
2.	<b>Previous Permit Card</b> , which will identify which inspections were performed and completed. <b>Note:</b> The City may also require a digital copy of the original construction plans if the plans cannot be located in the City's files.
3.	<b>Owner Builder Disclosure Forms</b> if the homeowner intends to act as an "owner-builder" (please read the City's <a href="#">informational package</a> for further information). If not, a licensed contractor will need to obtain the new building permit. Please note that a Limited Liability Company (LLC) cannot be an "owner-builder."
<b>Fire System Alteration</b>	
1.	<b>Fire District Inspection Form</b> , which will identify the particular alteration(s) or repair(s) to the fire system that must be performed.
<b>Appeal of a Building Official Determination</b>	
1.	<b>Appeal Letter</b> 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 the Building Board of Appeals waive a requirement of the Building Code.
<b>Emergency Repair</b>	
1.	<b>Photographs</b> of the building showing the extent of damage and the area(s) in need of repair. <b>Note:</b> 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.
<b>Resolution Letter</b>	
1.	<b>Request Letter</b> describing the outstanding property deficiencies that need to be resolved.

## PLAN PREPARATION REQUIREMENTS

Plans 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., 1/4" = 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).

## 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 <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
<b>Determination of a New Dwelling</b>	
■ Project Plans	■ Project Plans (year-month-day) <i>Example: Project Plans (2020-01-30)</i>
<b>Complete Work on Expired Permit</b>	
■ Request Letter	■ Request Letter (year-month-day) <i>Example: Request Letter (2020-01-30)</i>
■ Previous Permit Card	■ Permit Card (year-month-day) <i>Example: Permit Card (2020-01-30)</i>
■ "Owner-Builder" Disclosure Forms (if applicable)	■ Owner Builder Forms (year-month-day) <i>Example: Owner Builder Forms (2020-01-30)</i>
<b>Fire System Alteration</b>	
■ Fire District Inspection Form	■ Inspection Form (year-month-day) <i>Example: Inspection Form (2020-01-30)</i>
<b>Appeal of a Building Official Determination</b>	
■ Appeal Letter	■ Appeal Letter (year-month-day) <i>Example: Appeal Letter (2020-01-30)</i>
<b>Emergency Repair</b>	
■ Photographs	■ Photographs (year-month-day) <i>Example: Photographs (2020-01-30)</i>
<b>Resolution Letter</b>	
■ Request Letter	■ Request Letter (year-month-day) <i>Example: Request Letter (2020-01-30)</i>

## APPLICATION FEES

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.

## 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) (<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](#).



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**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**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**

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