CITY OF CAMPBELL
Community Development Department

SIMPLE CONSTRUCTION – PART III
(Wireless Telecommunications Facilities)
BUILDING APPLICATION GUIDE

(Download at https://bit.ly/simpleappguidepart3)

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 the Wireless Telecommunications Facilities projects listed, below. This Checklist is limited to wireless telecommunications facilities located on **private or City-owned property**. "Small-Cell" facilities located within the public right-of-way (i.e., public utility poles) are processed pursuant to CMC Chapter 11.14 (see https://www.campbellca.gov/969/ for more information). For construction of a "concealed facility" that results in new site or architectural features being added to a property (e.g., parapets, cupola, bell tower, etc.) please see the New Commercial Construction Building Application Guide (see https://bit.ly/newcommappguide).

- **New Rooftop Wireless Telecommunications Facilities (1)**
- **New Façade-Mounted Wireless Telecommunications Facilities (1)**
- **Alterations to Existing Wireless Telecommunications Facilities (Existing Facility Request – EFR) (2)**

Note (1): These projects require prior approval of a land use permit through the Planning Division. Please see the Wireless Telecommunications Planning Application Checklist for further information (see http://bit.ly/wirelesstelecomchecklist). You will generally be unable to apply for a building permit until you have secured Planning Division approval.

Note (2): An Existing Facility Request (EFR) does *not* require prior approval of a land use permit. As defined by the FCC in 47 C.F.R. Section 1.40001(b)(3), EFR proposals are limited to proposed modifications of existing towers or base stations that do not substantially change the physical dimensions of such tower or base station, typically involving (1) collocation of new transmission equipment; (2) removal of transmission equipment; or (3) replacement of transmission equipment.

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.

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 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 a new wireless telecommunications facility ('New') or an alteration to an existing facility under an Existing Facility Request ('EFR'). 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	NEW	EFR
	Construction Plan Sheets *(provide as a single document)*		
1.	**Cover Sheet** ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes); ■ Project data table including lot size, building heights, and building setbacks (all sides and all floors); ■ Data table indicating, facility height, facility width, facility setbacks, and number of antennas, RRUs, and ground-mounted cabinets. ■ 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.	**Yes**	**Yes**
2.	**Conditions of Approval** printed in full as an entire plan-sheet.	**Yes**	**No**
3.	**Site Plan** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Recorded easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated; ■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line. ■ Existing buildings, showing dimensions of each building, setbacks from property lines, and distances between buildings; ■ Proposed/modified wireless telecommunications facilities, including all existing/proposed ground-mounted equipment; ■ All existing and proposed utility runs and points of contact; ■ Required working clearances for new electrical equipment; ■ Location and content of signage; ■ Physical clearances from combustibles;	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	NEW	EFR
	■ Method of protection from physical damage for ground-mounted equipment (e.g., bollards); ■ Depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities including legal boundaries of the leased, licensed or owned area surrounding the proposed facility and any associated access or utility easements.		
4.	**Exterior Elevations** ■ Unobscured grayscale or color hardline architectural depictions of all sides of all *proposed* structures and *proposed* transmission equipment, specifically indicating height and width measurements; ■ Unobscured grayscale or color hardline architectural depictions of all sides of all *existing* structures and *existing* transmission equipment, specifically indicating height and width measurements (if applicable); ■ Delineation between existing and proposed buildings and transmission equipment (if applicable) through use of lines, shading, and/or notes; ■ Existing and finished grade (in AMSL benchmarks); ■ Maximum facility height in both relative values (feet and inches) and elevation benchmark (AMSL); ■ All exterior materials and associated colors with specific manufacture and product number notations consistent with the color/material sheet. **Note**: For proposed collocations or modifications to *towers*, the elevations must also depict the physical dimensions of the wireless tower as it existed on February 22, 2012, or as approved if constructed after February 22, 2012. For proposed collocations or modifications to *base stations*, the plans must include elevations that depict the physical dimensions of the base station as it existed on February 22, 2012, or as approved if constructed after February 22, 2012	**Yes**	**Yes**
5.	**Roof Plan** ■ Roof slope(s) and direction; ■ Location of rooftop vents, skylights, etc.; ■ Roofing material with fire classification; ■ Location and total coverage (area) of antennas; ■ Partial roof framing details indicating size and spans of framing members that support the wireless system; ■ Method of waterproofing and flashing. **Note**: Only required for rooftop wireless telecommunications facilities.	**Yes**	**Yes**
6.	**Equipment Detail Drawings** ■ Depiction of the proposed equipment (charger, battery, antenna, RRU) in both front and profile (cross-section) views; ■ Height, width, and depth measurements; ■ All connection points, brackets, supports, etc.; ■ Manufacturer's technical details and specifications.	**Yes**	**Yes**

7.	**Line Diagram and Electrical Calculations**
	■ Grounding and bonding including the ground return path.
	■ Method of interconnection;
	■ Overcurrent protection method and rating when required;
	■ Detailed wiring information for all new circuits, including:
	  ■ Conductor size/type;
	  ■ Number of conductors;
	  ■ Conduit size;
	  ■ Conduit type.
		Yes	**Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	NEW	EFR
	■ All disconnecting means; ■ Ratings (voltage, ampacity, environmental, etc.) for new and existing service equipment. ■ Electrical Calculations ■ Calculations for sizing of new conductors; ■ Calculations for overcurrent protection ratings; ■ Short circuit current calculations; ■ Open circuit voltage calculations; ■ Calculation for point of connection to service; ■ Load calculations for new panelboards with loads (according to Article 220); ■ Calculations for the system shall include the output voltage of the battery inverters for the system; ■ For emergency systems with an automatic transfer switch; provide calculations demonstrating compliance with the current California Electric Code for the size of the system and the loads it serves per CEC 702.4	**Yes**	**Yes**
8.	**Structural Plans, Sections, and Detail Sheets** (***as applicable***). All details and sections should cross reference with other sheets as appropriate. Clearly show what is existing and what will be proposed. ■ Identify size of footings, placement of steel, AB's, hold down bolting, spec of concrete and piers, wet-set hardware, ufer ground; ■ Identify the superstructure design including: sills, flooring, walls, multiple jack studs, roof framing, truss, detail all timber connections and fastening, purlins, girders, and beams, incl species/grade of lumber; ■ Any loaded beam in excess of 8' will require engineer sizing or the use of pre-engineered timbers such as LVL, PSL, Micro and Paralam; ■ Identify braced wall elements including hold downs, bolting, braced wall, shear, straps, and fastening, incl method of shear; ■ Special inspection requirements for all slip-critical bolds and dowels; ■ Roof details, including slope, overhangs, hips and gables, flashings and gutters that will ensure water proofing and storm water control.	**Yes**	**Yes**
	Additional Items *(provide as separate documents)*		
9.	**Eligibility Facilities Request (EFR) Worksheet** (attached to this Checklist) documenting compliance with the applicable EFR requirements of the Campbell Municipal Code.	**No**	**Yes**
10.	**Prior Permits** (true and correct copies) issued for an existing facility, including, without limitation, all required conditions of approval. The permits must be accompanied by a signed certification of the applicant that the proposal will not violate any previous permit or conditions of approval or why any violated permit or conditions does not prevent approval under Section 6409(a) and the FCC's regulations implementing this federal law.	**No**	**Yes**
11.	**City Authorization Letter**, signed by an authorized representative of the City and accompanied by the license or other agreement authorizing applicant's use of such City-owned property.	**Yes**, if on City-owned property	
12.	**FCC Compliance Statement**, affirming under penalty of perjury, that the proposed installation will be FCC compliant and will not cause members of the general public to be exposed to RF levels that exceed the MPE levels deemed safe by the FCC.	**No**	**Yes**
13.	**Radio Frequency Report**, evidencing that the proposed facility, as well as any collocated facilities, and cumulative conditions will comply with applicable FCC	**No**	**Yes**

#	REQUIRED APPLICATION MATERIALS CHECKLIST	NEW	EFR
	standards and regulations, (including, but not limited to, federal RF exposure standards and exposure limits). Documentation of FCC compliance shall be required for all wireless communications facility permits, including, without limitation, permit modifications.	**No**	**Yes**
14.	**Required Licenses**, evidencing that the applicant has all current licenses and registrations from the FCC, the CPUC, and any other applicable regulatory bodies where such license(s) or registration(s) are necessary to provide wireless communication services utilizing the proposed wireless communication facility	**No**	**Yes**
15.	**Structural Analysis**, prepared, signed, and sealed by a California-licensed engineer that assesses whether the proposed wireless communications facility complies with all applicable building codes.	**Yes**	**Yes**
16.	**Title 24 Energy Report/Calculations**, documenting compliance with California Title 24 energy standards.	**Yes**	**Yes**
17.	**Acknowledgment Statement** (see last page of this Guide) stipulating to certain public record, copyright, and other legal obligations and disclosures.	**Yes**	**Yes**
18.	**Applicant Response Letter** providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).	**Yes**	**Yes**

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

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

- Be professionally prepared by a licensed architect and/or engineer;
- Each sheet shall be digitally signed and stamped by the architect and/or engineer;
- 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 11" x17"(ledger), 18" x 24" (ARCH 'C'), or 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also 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);
- Incorporate all the required plan 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 all 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*)**
■ **Eligibility Facilities Request (EFR) Worksheet**	■ **EFR Worksheet (Sub. 1)**	**N/A**
■ **Prior Permits**	■ **Prior Permits**	**N/A**
■ **City Authorization Letter**	■ **City Authorization Letter**	**N/A**
■ **FCC Compliance Statement**	■ **FCC Compliance Statement**	**N/A**
■ **Radio Frequency Report**	■ **RF Report**	**N/A**
■ **Required Licenses**	■ **Required Licenses**	**N/A**
■ **Structural Analysis**	■ **Structural Analysis (Sub. 1)**	**Structural Analysis (Rev. 1. – *Scope*)**
■ **Title 24 Energy Report/Calculations**	■ **Title 24 Report (Sub. 1)**	**Title 24 Report (Rev. 1 – *Scope*)**
■ **Acknowledgment Statement**	■ **Acknowledgment Statement**	**N/A**
■ **Applicant Response Letter**	■ **Response Letter (Sub. 2)**	**Response Letter (Rev. 1 – *Scope*)**

OTHER AGENCY APPROVALS

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

- **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.
- **Pacific Gas and Electric (PG&E)** review and approval is required for service installations, changes and/or relocations, which may require substantial scheduling time and can cause significant delays in the approval process. Please visit PG&E's customer service website to find the appropriate contact phone number.

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.

Eligible Facilities Request Worksheet

This worksheet is intended to assist the applicant and City staff to determine whether or not the permit request qualifies for consideration as an Eligible Facility Request. With the exception of Table 2 (which is completed by staff), all information on this form must be completed prior to application submittal. Please be advised if the response is noted in bold and underline (i.e. **Yes** ☐ or **No** ☐) the project will be ineligible for review as an Eligible Facility Request.

1. What type of wireless telecommunications facility? Please check the option that applies:
   The facility is a tower facility. ☐
   The facility is a non-tower facility. ☐
2. Is the facility located outside of the public right of way (i.e. on private property)? Yes ☐ **No** ☐
3. Will the project result in more than four equipment cabinets being added to the property (compare to applicable approval)? **Yes** ☐ No ☐
4. Will the project result in any excavation outside of the approved license area (obtain from applicable approval)? **Yes** ☐ No ☐
5. Will the project comply with all previously approved conditions of approval? Yes ☐ **No** ☐ | Entitlement File Number:_____ | Resolution Number: _____ or N/A
6. Will the project defeat an existing concealment element? **Yes** ☐ No ☐
7. Will the project result in adding ground mounted equipment where no prior ground mounted equipment was approved? **Yes** ☐ No ☐
8. Will the project result in adding ground mounted cabinets that are more than 10% larger in height or overall volume than existing cabinets associated with facility? **Yes** ☐ No ☐
9. Will the project seek to extend the underlying facility approval/duration? **Yes** ☐ No ☐ | Date of Permit Expiration: _____ / _____ / _____

Table 1 – Project Dimension Calculations
(Completed by Applicant)

	Approved (obtain from applicable approval)	**Proposed**
Overall Height (from ground)	_____ Feet	_____ Feet
Separation (for towers only)	_____ Feet	_____ Feet
Width (towers only; distance from edge all others)	_____ Feet	_____ Feet

Table 2 - Eligibility Threshold
(Completed by City Staff)

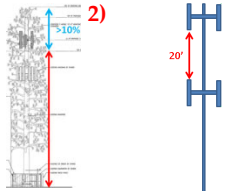
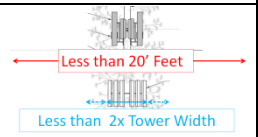
Tower or Base station	**Supporting Graphic For Tower Facilities**	**Non-Tower**	**Eligible (Y/N)**
Not more than the greater of: **1)** 10% of the height of the tower; or **2)** the height extension needed to accommodate one additional antenna array with a separation of 20-feet from the nearest existing antenna.	**1)** **2)** 	10% or 10-feet	
Not more than the greater of **3)** 20-feet; or **4)** the tower width at level of appurtenance.	**3)**  **4)**	6-feet from edge	

Table 3 - Equipment Summary

	Approved (obtain from applicable approval)	**Proposed** (to be added)	**Total** (Approved + Proposed)
Number of Antennas			
Number of RRU's			
Number of Equipment Cabinets			

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*):

_____