



CITY OF CAMPBELL
Community Development Department

Renewable Energy Systems (MGOC-RE)

SIMPLE CONSTRUCTION – PART II

BUILDING APPLICATION GUIDE

(Download at <https://bit.ly/simpleappguidepart2>)

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

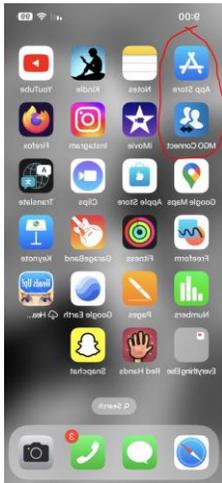
This Guide is to be used for the renewable energy system projects listed below. For construction of a carport with an integrated photovoltaic (PV) system, please refer to the Simple Construction – Part I (Ancillary Structures and Equipment) Building Application Guide (see <https://bit.ly/simpleappguidepart1>).

- **Roof-top Photovoltaic (PV) System**
- **Electric Vehicle (EV) Charger**
- **Energy Storage System (ESS) (i.e., battery storage system) (1)**
- **Electric Panel Replacement, Relocation, or Upsize**

Note (1): Refer to the Energy Storage System (ESS) Handout (see <https://bit.ly/esshandout>) for applicable code standards.

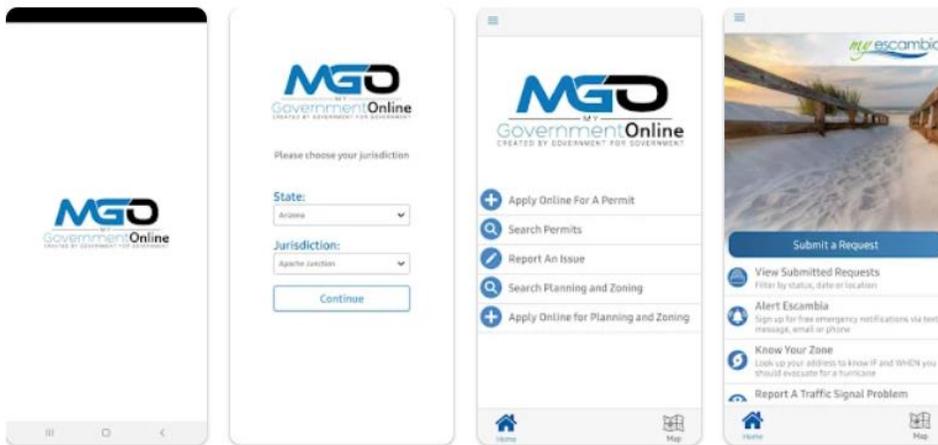
DIGITAL SUBMISSION REQUIRED

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. Both the user account and the permit application may be completed from a desktop computer or through a smart phone through the MGO mobile App. To download the App onto your phone, enter a search in the App Store for **MGO Connect**. The App is free and takes about a minute to download. Once downloaded, MGO will call your phone so answer the call to complete the process. 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. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.



Consider downloading the MGO-Connect App onto your phone or tablet for mobile permit applications, project file review, and scheduling inspections.

Simply search MGO Connect from the App store and click "Get". The App is free, and will allow a mobile way to connect to your project(s).



About this app →

MGO Connect is the official mobile application of MyGovernmentOnline. This app is useful for community members to create or review their applications and projects that have been approved by our partnered organizations. Please use your login credentials created on www.MyGovernmentOnline.org to access our mobile services. Once logged in, you may submit requests for services, create applications, review permits, upload or download documents to and from your local government, and much more! MGO Connect is actively being updated with new features and an even greater mobile interface to better meet the needs of our constantly growing family of customers. Please rate and comment if you have used and enjoyed our product!

Before the application can be applied for, one will need to establish an MGOC account. Follow the prompts and supply a user name and a password. Remember your User/Password as it will be your key for system re-entry. Once the account is established, MGO will call your smart phone for verification, answer the call. If the call is not answered, you must call MGO direct at (866) 957-3764 and explain that the call was not answered and you would like to complete the account set-up.

PhotoVoltaic (PV, Solar) permit applications may *Qualify* to be submitted for automatic processing through the MGOC-RE platform. Projects that *Qualify* must be:

1. A residential rooftop solar installation (PV)
2. The PV system may include ESS (battery) or EVCS (electric vehicle charging system) or Panel Rework
3. Installed by a California Contractor with a B, C-10, C-46, or C-39 license
4. Installed over a servicable, under-warranty, watertight, composition roof
- 5.

Qualified Projects may elect to skip Campbell’s plan check process. Simply slide the toggle for **Automatic Approval** on the last question of the permit application. Note that a *Qualified Project* is one that answers yes, to all of the Yes/No questions on the application. *Qualified Projects* move directly to permit issue upon payment received. Campbell will charge \$477 for the permit.

Non-Qualified Projects will be plan checked by Campbell staff. The process normally takes about a week. A Photovoltaic permit, with or without ESS or EVCS or Panel Rework will be \$477. ESS, EVCS, or Panel Rework as a stand-alone, single-scope permit, has the option of permit submittal under a standard electrical permit at a cost of \$228. Combination permits that will include at least two disciplines of electrification will cost \$477.

To begin the application, visit <https://www.mgoconnect.org>

REVISIONS (PV, ESS, EVCS, Panel Rework)(for Solar App + and non-Solar App +)

Process:

1. On the cover sheet, create a block or table that organizes the following information.

Revision Number	Date	Scope of Work
1	March 31, 2024	Added 3 panels, changed main breaker size, added ground
1.1	April 5, 2024	Labeled size of main breaker

2. On each sheet that is to be altered, draw the change. Cloud the change. Identify the cloud with a triangle Delta \triangle Inside that Delta, insert the Revision number (1, 2, or 3 etc.).
3. Go into your My Government On-Line account (MGOc).
4. MGOc is the on-line permitting system that stores your project file.
5. Upload a complete set of *Revised* drawings and any associated documents.
6. Instantly, The Building Department will receive a notification of the uploaded documents.
7. In a few days, watch your email and expect an invoice and possibly further instructions.
8. Directions regarding, "How to Pay the Invoice", are written on the invoice.
9. Once paid, the plans will be reviewed. Revisions are approved at \$226 each.
10. You will be notified of approved *Revisions* through an email attached with approved drawings.
11. Unapproved *Revisions* will generate comments that will be sent through an email.
12. If unapproved, satisfy the comments on the drawings and re-submit a complete set of drawings.
13. Re-submit with a new *Revision #* using a .1 for first comments, .2 for second comments.

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 Renewable Energy (RE) permit. A designation of ‘Y’ (Yes) or ‘N’ (No) in each row states what specific Application Material information is required (i.e., “PV System,” “EV Charger,” and “Energy Storage System”). Upon submittal to the automatic MGOc system, the plan-set will be reviewed on-site by the Inspector of Record (IOR). If there is a deviation between the plan-set, the application questions, and the install, the inspector will not accept the project, and a *Revision* will be required.

#	REQUIRED APPLICATION MATERIALS CHECKLIST	PV SYSTEM	EV CHARGER	ENERGY STORAGE
Plan Sheets <i>(provide as a single document)</i>				
1.	Cover Sheet <ul style="list-style-type: none"> ■ Project site address, APN, project title, scope of work, sheet index; ■ For energy storage systems (ESS), provide a table with the quantities and types of ESS, manufacturer's specifications, ratings, details, and listings of ESS. ■ Include notation: (per CRC 314.2.2) <i>Interconnected smoke detection is required in each bedroom, A <u>Combination</u> Smoke and Carbon Monoxide detector is required outside the bedrooms in an adjoining hallway. Testing of the SD/CO system may be verified by the home owners if they download and sign a SD/CO Self-Certification form found on www.campbellca.gov CDD -> Building -> Forms and Handouts.</i> ■ Indicate notation: <i>No product may be used that exceeds California's maximum limits on Volatile Organic Compounds (VOC).</i> ■ Include notation: <i>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.</i> ■ Include notation: <i>The PV system shall conform to the adopted and most recent CRC R324.1 through R324.7.2.7 and CEC Articles 690, 705 and Campbell's Municipal Code.</i> ■ Include notation: <i>Contractor is to have a torque wrench on site and be prepared to torque all breakers and terminal lugs in view of the inspector.</i> ■ Include notation: <i>Electric meter height shall be 48"-66" above the ground.</i> ■ Include notation: <i>Only PG&E can remove and replace meters and service connections.</i> ■ Include notation: <i>This home does or does not have fire sprinklers or fire alarms. Review the Santa Clara County Fire District Standards and Templates.</i> 	Y	Y	Y
2.	Site Plan – Show: (may be placed on the Cover Sheet) <ul style="list-style-type: none"> ■ Property lines with dimensions, Include dimensions between property lines and buildings; ■ Driveways, walkways, and parking spaces; ■ Existing structures, appliances, and equipment (i.e., A/C, W/H, or generators). ■ Location of the new EV/PV/ESS/Panel equipment; ■ All equipment that is to be interconnected with the EV charger or ESS, including but not limited to existing utility service, existing sub-panel, indicating what equipment is existing and new, label the size of electric panels and note if the service wires are overhead or underground; ■ Required working clearances (30" wide x 36" back) for new electrical equipment; ■ All existing and proposed utility runs and points of contact; ■ Location and/or method of rapid shutdown of the ESS, conduit/cable routing of battery storage system, PV, and related circuits. 	Y	Y	Y
3.	Floor Plan (required if the equipment will be placed indoors) <ul style="list-style-type: none"> ■ Layout of the garage where the EV charger or ESS will be installed, including walls, doors, windows, benches/countertops, cabinetry, with scaled dimensions; ■ Location of the new EV charger or ESS, indicating whether floor or wall mounted; ■ Required working clearances for new electrical equipment (30" side x 36" back); ■ Location, size, color, and content of sticker/signage; ■ All electrical equipment that is to be interconnected with the PV, ESS, EVCS; ■ Dimension the physical clearances from combustibles, doors, and windows; 	Y	Y	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	PV SYSTEM	EV CHARGER	ENERGY STORAGE
	<ul style="list-style-type: none"> ■ Show damage protection from vehicles if req'd (e.g., bollards, mounting heights); ■ Location and/or method of rapid shutdown. 			
4.	<p>Roof Plan (may be placed on the Site Plan)</p> <ul style="list-style-type: none"> ■ Roof slope(s) and direction of slope; ■ Location of rooftop vents, chimneys, fans, dish, or skylights, etc.; ■ Roofing material type and condition; ■ Location and total coverage (area) of PV array; ■ Method of waterproofing and flashing; ■ Adequate access and pathways around the panel arrays based on the Solar Photovoltaic Installation Guide by the State Fire Marshal's Office and CalFire; ■ Santa Clara County Fire District Standards and Templates. 	Y	N	N
5.	<p>Details</p> <ul style="list-style-type: none"> ■ Depiction of the proposed equipment on an elevation view showing windows, doors, panels, chargers, batteries, raceways, conduits, brackets, and supports etc.; ■ Height, width, and depth measurements; ■ If the existing main panel is 125amps or less, include a household electrical demand worksheet www.Campbell Electrical Load Calculation ■ Provide typical detail of signage. Signage should be a phenolic plaque with contrasting colors between the text and background to meet the intent of the code for permanency. No type size is specified, but 20 point (3/8") should be considered the minimum. Warning signs or labels shall comply with 2016 CEC Art. 110.21(B); 	Y	Y	Y
6.	<p>Line Diagram and Electrical Calculations</p> <ul style="list-style-type: none"> ■ Grounding and bonding including the ground return path. ■ Method of interconnection; ■ Overcurrent protection method and disconnect; ■ Detailed specification and wiring information for all new circuits that include: <ul style="list-style-type: none"> ■ Conduit and conductor type and size; ■ Array and inverter wiring, combiner and junction boxes; ■ Equipment and system grounding; ■ Ratings of volt, amps, & overcurrent for new and existing equipment; ■ Identify utility supplied wiring, main and PV breakers, and rating of buss. ■ Include electrical load calculations for special circuitry, wiring, or breakers. 	Y	N	Y
Additional Items (provide as separate documents)				
7.	<p>Manufacturer Specifications Sheets are not required but may provide technical details and installation instructions necessary to correctly build the system that will include: equipment, inverters, transformers, transfer switches, converters, combiners, controllers, generators, and other similar equipment.</p>	N	N	N
8.	<p>Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, and other legal obligations and disclosures. The statement is not required to be uploaded into MGOC. A question in the application will read, "Have you read and understand the Acknowledge Statement?" <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	Y	Y	Y

PLAN PREPARATION REQUIREMENTS

Design drawings submitted for an electrification permit must adhere to the following requirements:

- Be prepared by a qualified designer or licensed architect and/or engineer;
- 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;
- Include noted and graphical scales and north arrow as applicable;
- Be natively generated by a CAD application program, hand-drawn plans will not be accepted;
- Identify sheets by number and title (e.g., Sheet A0 - Coversheet);
- Incorporate all the required plan sheets into a single set of Construction Plans and convert into a pdf for upload into the MGO system. Once approved, have a printed set available on the job site.

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.

REQUIRED FILE NAMING FORMAT <i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Revisions <i>(identify the revision number/purpose)</i>
■ Construction Plans	■ Construction Plans (Sub. 1)	■ Const Plans (Rev. 1 – Scope)
■ Revision	Revision Response (Rev 2)	■ Response (Rev. 1 – Scope)

OTHER AGENCY APPROVALS

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

- **Pacific Gas and Electric (PG&E)** Only PG&E can remove and replace meters and service connections. Scheduling can take some time so contact PG&E Hookups 1(877) 743-7782 or visit [PG&E's customer service website](#)

APPLICATION FEES

Payment for the **Automatic Renewable Energy** permits will be required prior to submittal and approval. Follow the prompts with the Credit card payment page. Payment for **Non-Automatic Renewable Energy** permits may be made, cash or check without the surcharge at the City Finance Department located downstairs at City Hall.

Additional fees may be charged for each round of plan-check or revisions. As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional fees. Please note that the City charges a 3.36% surcharge fee for all credit/debit card transactions.

INSPECTIONS

To schedule an inspection, go onto your MGOC project file through the customer portal and choose, **Schedule Inspection**. Follow the prompts and schedule the type inspection desired.

Renewable energy (PV) permits will require two inspections: Final Electrical, and SD/CO Detection, they may be scheduled on the same day. Provide Campbell's SD/CO Self-Certification form and the inspector will not need entry into the home. Go to [Smoke Alarms and Carbon Monoxide Alarms](#) and print the self-cert SD/CO form. The Final Electrical inspection will include observation of the torquing of all breakers and terminal lugs.

LICENSED CONTRACTOR

Please note that a *Renewable Energy* permit for a photovoltaic (PV), electric vehicle (EV) charger, or energy storage system (ESS), may only be issued to contractors with a B General, C-10 Electrical, C-46 Solar, or a C-39 Roofing class, California Contractor's license or an Owner Builder where the owner is a physical person who will do the work themselves on their own home. An LLC or corporation is not considered an Owner/Builder.

REVIEW TIMELINES

Automatic Renewable Energy permit applications are issued upon payment in 1 day.

Non-Automatic Renewable Energy permit applications are reviewed in-house and take 5-10 days for processing.

PERMIT DEADLINES AND REFUNDS

An issued *Renewable Energy* permit will expire 365 days from the date of issuance.

Automatic Renewable Energy permits are non-refundable.

Non-automatic Renewable Energy permits can be partially refundable at \$196.

RESUBMITTALS

Resubmittals in response to plan check comments or Revisions should be uploaded into the cloud-based project file through My Government Online (MGOC) customer portal. Once uploaded, Campbell's Building Division receives an automatic notification to further process the resubmittal. 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):
