



**CITY OF CAMPBELL**  
Community Development Department

**RESIDENTIAL ELECTRIC SERVICE UPGRADE APPLICATION  
CHECKLIST  
BUILDING PERMIT APPLICATIONS**

This Residential Electric Service Upgrade Application Checklist (“Checklist”) is intended to facilitate the submittal of an Electric Service Upgrade application to the City of Campbell Building Division. Please note that there are specific Checklists for different application types (e.g., Service Upgrades, Reroofs, HVAC Replacements, etc.). If you are unsure of which Checklist to refer, please visit the Building Application Checklists webpage at <http://www.cityofcampbell.com/1056/Building-Application-Checklists>. 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.

**APPLICATION TYPES**

This Checklist is to be used for **Residential Electric Service Upgrade Permit Applications** only.

Electrical Permits are limited to Licensed Electrical Contractors (C-10) or “Owner-Builders”.

**DIGITAL SUBMISSION ALLOWED**

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **Applications for a Service Upgrade permit can be electronically submitted through the MGO system**, accessible at <https://www.mygovernmentonline.org/>. 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 <https://www.ci.campbell.ca.us/1050/Applications-Center>. 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 Checklist should be directed to the Building Inspection Division at (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.

**SERVICE UPGRADE BASIC REQUIREMENTS**

Residential Electrical Service Upgrades are a typical permit that can be obtained ‘on-line’ and require a limited number of inspections. The points following identify issues with a Service Upgrade Inspection that can help you pass the inspection.

- Applicants for Service Upgrades should check with P.G.&E. to determine time frame for connections.
- Service equipment shall be grounded and bonded according to Art. 250 CEC 2019.
- Service Equipment shall not be energized unless inspected and released by the City of Campbell.
- Upon release of meter by the City, Owners/Contractors shall contact P.G.&E for reconnection.
- Upgrades of (e) underground services shall contact P.G.&E. to determine sufficiency of (e) Service Entrance Conductors and cost to upgrade.