



CITY OF CAMPBELL
Community Development Department

RESIDENTIAL REROOF PERMIT APPLICATION CHECKLIST
BUILDING PERMIT APPLICATIONS

This Residential Reroof Permit Application Checklist (“Checklist”) is intended to facilitate the submittal of a Reroof application to the City of Campbell Building Division. Please note that there are specific Checklists for different application types (e.g., Service Upgrades, Water Heaters, HVAC Replacements, etc.). If you are unsure of which Checklist to refer, please visit the Building Application Checklists webpage at <https://www.ci.campbell.ca.us/1056/Building-Application-Checklists>. 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.

APPLICATION TYPES

This Checklist is to be used for **Residential Reroof Permit Applications** only.

The issuance of a Reroof Permit is limited to Licensed Roofing Contractors (C-39) or “Owner-Builders”

DIGITAL SUBMISSION ALLOWED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”) **Applications for a Reroof 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 <http://www.cityofcampbell.com/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. 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.

PROJECT PLAN PREPARATION REQUIREMENTS

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

- Remove all dry rot or damaged wood. Replace with appropriate new material;
- On new plywood decks, a nailing inspection is required;
- The roof and attic below will need proper venting, roof vents may be required in the inspection of the roof;
- Commercial roofs require the submittal of a CRRC form completed on line and uploaded with the application;
- Reroofs on Registered Historic Homes require Planning Approval prior to issuance;
- Reroofs proposing heavier roofing materials may require engineer analysis. Documents can be uploaded.