

CITY OF CAMPBELL
Community Development Department

NEW COMMERCIAL CONSTRUCTION BUILDING APPLICATION GUIDE

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

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 new commercial projects such as the following:

- **New or Expanded Commercial Structures (e.g., office building, retail center)**
- **New or Expanded Multi-Family Residential Buildings (e.g., condominium, townhomes, apartments)**
- **New or Expanded Mixed-use Buildings (i.e., ground-floor commercial w/ upper floor residential)**
- **New or Expanded Educational or Public Assembly Facilities (e.g., schools, churches, banquet halls)**
- **New Free-Standing or Integrated Wireless Telecommunication Facilities (e.g., towers, “monopines”, cupolas)**

Note (1): For interior improvements or façade changes to existing buildings without new square-footage, please refer to the Commercial Remodel Building Application Guide (see <https://bit.ly/commremodelappguide>).

Note (2): For construction of an accessory structure (e.g., new storage building within an existing apartment community) and other minor structures (e.g., fences, pools, photovoltaic systems), please refer to the Simple Construction Building Application Guide Part I (see <https://bit.ly/simpleappguidepart1>).

Note (3): For installation of a new rooftop or façade-mounted wireless telecommunication facility or alteration to an existing facility (of any type) please refer to the Simple Construction Building Application Guide Part II (see <https://bit.ly/simpleappguidepart2>). Please note that Existing Facility Requests (EFR) require *concurrent* submittal of a Zoning Clearance through the Planning Division. Please refer to the Wireless Telecommunications Planning Application Checklist for further information (see <http://bit.ly/wirelesstelecomchecklist>).

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.

LAND USE PERMIT APPROVAL

Construction or expansion of a commercial structure requires prior approval of a land use permit (e.g., Site and Architectural Review Permit). Please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists> or contact the Planning Division at (408) 866-2140 or planning@campbellca.gov for more information. You will generally be unable to apply for a building permit until you have secured Planning Division approval. However, the Building Official may allow submittal of a building permit application prior to a land use permit being approved on an “at-risk” basis in certain circumstances.

Please note that Conditions of Approval imposed by a land use permit may require revisions to construction plans resulting in additional review time and cost if a building permit application is submitted “at-risk”. Additionally, when submitting an application for a building permit, it is imperative that the construction plans substantially comply with the project plans approved by a land use permit. Significant deviations to design, site layout, or building size may only be approved by the decision-making body (i.e., Planning Commission or City Council), which will require submittal of a new land use permit application. If you are unsure whether a revision may be considered significant, please contact the Planning Division prior to submitting a building permit application.

WASTE MANAGEMENT PLAN

The California Green Building Standards Code (CALGreen) requires that 65% of all non-hazardous construction and demolition waste be diverted from landfills through reuse (salvage) and/or recycling, through preparation of a Waste Management Plan (WMP). This requirement applies to all non-residential projects as well residential projects that include additions, alterations, or demolitions. The City has contracted with the [Green Halo Systems](#) to review and monitor compliance of project WMPs. Participation is mandatory as the City will no longer be accepting WMPs outside of the Green Halo system. Please review the [City's Green Halo Waste Management Plan Handout](#) (see <https://bit.ly/campbellwmp>) for further information.

BUILDING OCCUPANCY / INTERIOR IMPROVEMENTS

Construction of a new non-residential building (or an addition) does not include an occupancy clearance; the building permit is a “shell only” approval. A separate permit for interior tenant improvement (TI) work is required to secure a Certificate of Occupancy. An application for a tenant improvement permit may be submitted concurrently or after the permit application for construction of a new building. Please refer to the Commercial Remodel Application Guide (see <https://bit.ly/commremodelappguide>) further information.

ON-SITE IMPROVEMENT PLANS

The City of Campbell requires that projects that were subject to a Tentative Map and/or were “regulated” under the Provision C.3 requirements of the Municipal Regional Stormwater Permit be separated into two distinct permit reviews for the construction phase:

- A permit for construction of the structure(s), including foundation and subterranean parking (note that the City does not grant separate “foundation permits,” only a single permit per structure will be issued); and
- A separate permit for grading and associated site improvements (e.g., paved surfaces, surface/subsurface utilities, stormwater management, ADA accessibility, and landscaping).

Due to the separated scopes-of-work for affected projects, the construction plan requirements specified by this Guide do not require civil engineering plans (i.e., grading & drainage plans, utility plans, stormwater management plan) or landscaping plans, since these plans are to be provided as part of the application for a Grading and Site Improvement Permit (see <https://bit.ly/gradingappguide>). However, all other projects—generally those smaller in scale—are required to provide civil engineering and landscape plans as part of the building permit application submittal, as specified by this Guide.

For affected projects, applications for these two permits may be made concurrently or at different times. However, a building permit for a new structure cannot be issued until the permit for grading and site improvements has also been issued. As such, applicants are encouraged to apply for a Grading and Site Improvement Permit as soon as possible to minimize potential delays.

STREET IMPROVEMENT PLANS

If your project included Conditions of Approval requiring construction of new off-site public improvements, such as curbs and gutters, driveways, sidewalks, street lights, street trees, street signs, or curb-ramps, you will also be required to submit an application for a [Street Improvement Plan](https://bit.ly/streetimprovementplans) (see <https://bit.ly/streetimprovementplans>). If the Conditions of Approval also require dedication of land (and/or new public easements) to accommodate the required improvements, you will additionally need to apply for a [Street/Easement Dedication Approval](https://bit.ly/dedicationreq) (see <https://bit.ly/dedicationreq>). Both applications are reviewed by the City’s Engineering Division, who may be contacted at (408) 866-2150 or publicworks@campbellca.gov for further information. Please note that Street Improvement and Street/Easement Dedication plans must be substantially complete before building permits may be issued.

SUBDIVISION APPROVAL

If a Tentative Map was approved as part of the land use permit for your project, you must also submit an application for a Final Map to the Engineering Division (see <https://bit.ly/dpwplanrequirements>). Please note that an application for a Final must be submitted concurrently or prior to an application for a building permit(s). Additionally, the Final Map must be approved and recorded prior to any building permits being issued.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. Two columns are provided to indicate which Application Materials are necessary to provide—by a ‘Yes’ or ‘No’ in each row—depending on whether a project is required to submit for a separate Grading and Site Improvement (**GSI**) Permit or not, as discussed on the previous page. 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	GSI PERMIT?	
		YES	NO
Construction Plan Sheets <i>(provide as a single document)</i>			
1.	<p>Coversheet</p> <ul style="list-style-type: none"> ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Documentation of Flood Zone (reference FEMA Flood Maps); ■ Documentation of occupancy groups classification (e.g., R2 and B); type of construction (e.g., Type VB); and applicable codes (e.g., 2019 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards); ■ Documentation of applicable California accessibility requirements; ■ Documentation of Seismic Zone (D2); Wind Design Speed (100 exposure B); Soil Bearing Capacity (1500psf min.); Average Winter Design Temp. (40-59F); Average Summer Design Temp. (53-86F); Termite Level (Heavy); Floor Load (40/10); Bedroom Floor Load (30/10); and Roof Load (20/10); ■ Reserved area for City date and approval stamps (two 2”x 3” boxes); ■ Project data table including net lot size, gross lot size, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, impervious/pervious coverage, existing/proposed building square-footage (for each floor and in total), building heights, building setbacks (all sides and all floors), and number of parking stalls; <p>Note: For wireless telecommunications facilities, also include an additional data table indicating, facility height, facility width, facility setbacks, and number of antennas, RRUs, and ground-mounted cabinets.</p>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
	<ul style="list-style-type: none"> ■ Identification of service providers: San Jose Water Company, Pacific Gas and Electric (PG&E), West Valley Sanitation District, and West Valley Collection and Recycling; ■ Reserved area for City date and approval stamps (two 2" x 3" boxes); ■ Indicate that "No product may be used that exceeds California's maximum limits on Volatile Organic Compounds (VOC)"; ■ Requested deferred submittals (if applicable); ■ 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"; ■ Indicate that "The project shall comply with the submitted Waste Management Plan". See https://bit.ly/campbellwmp for more information; ■ 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.	Blueprint for a Clean Bay standard template sheet providing best management practices for the construction industry. A PDF of this sheet may be downloaded at https://bit.ly/cleanbaynotes .	Yes	Yes
3.	Planning Entitlement Conditions of Approval printed in full as an entire plan-sheet.	Yes	Yes
4.	Construction/Staging Plan depicting a proposed truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, trash piles, containment pools, and <i>on-site</i> construction worker parking.	No	Yes
5.	Existing/Demolition Plan providing the information required for the 'Development Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable). Note: Whole or partial demolition requires a separate demolition permit (see https://bit.ly/demoappguide for more information).	No	Yes
6.	Reference Site Plan <ul style="list-style-type: none"> ■ A note stating: "For Reference Only. Please refer to the Site Improvement Plan for all site improvement details"; ■ Property lines, and property line dimensions; ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Existing/proposed primary buildings and accessory structures, showing dimensions of each building/structure. Note: For projects that require a Grading and Site Improvement Permit (see Page 2), site improvements (e.g., paved surfaces, "ADA" paths-of-travel, surface/subsurface utilities) are shown on a separate Site Improvement Plan. As such, a "Reference Site Plan" is simply intended to orient the plan-reviewer and is not intended for construction.	Yes	No
7.	Development Site Plan <ul style="list-style-type: none"> ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, concrete bus pads, etc.) dimensioned from street center-line; ■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls; 	No	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
	<ul style="list-style-type: none"> ■ Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" (CalGreen) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks; Note: For residential and mixed-use projects also identify reserved parking stalls (e.g., resident, guest, leasing office, staff) consistent with an approved Parking Management Plan. ■ Proposed and existing (to be retained) primary buildings, accessory structures, trellises, etc., showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Location, height and materials of all walls and fences, including retaining walls; ■ Location and dimensions of mechanical and utility equipment, including, transformers, backflow prevention devices, meters, ground-mounted air conditioner (AC) units, private fire hydrants, and lighting standards; ■ Proposed and existing trash (refuse/recycling) enclosure(s); Note: Please review the City's Trash Enclosure Handout (see https://bit.ly/trashenclosuresreq) for an explanation of when a new trash enclosure is required and/or when an existing trash enclosure must be upgraded to meet current standards, as well as for specific design, placement, and technical requirements. ■ General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details. 	No	Yes
8.	<p>Emergency Access Plan showing fire truck access routes and points of aerial access in compliance with Santa Clara County Fire District Standards and Templates, the location of existing and proposed fire hydrant(s), and a cross section showing where points of aerial access would occur and how the fire department truck ladder would reach the required points of ingress/egress as applicable.</p>	Yes	Yes
9.	<p>Floor Plans</p> <ul style="list-style-type: none"> ■ All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings); ■ Labeled use of each room (bedroom, kitchen, office, warehouse, etc.); ■ Dimensions of all exterior walls, doors, windows and rooms; ■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.); ■ Exit access, exits, exit discharge; ■ All mechanical equipment (e.g., water heaters, air conditioners, EV chargers); <p>Note: The City's locally adopted Building Code only allows electrical heating systems and water heaters (i.e., no natural gas).</p>	Yes	Yes
10.	<p>Floor Area Diagram that visually depicts ("box-out") the square-footage of the proposed structure(s), including dimension notations and numeric calculations so that floor area values may be verified.</p>	Yes	Yes
11.	<p>Exterior Elevations</p> <ul style="list-style-type: none"> ■ Unobscured grayscale hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures; ■ Delineation between existing and proposed construction (for additions) through use of lines, shading, and/or notes; ■ Existing and finished grade (in AMSL benchmarks); ■ Maximum structure height, "wall heights," and finish floor height of each floor (as measured from finish grade) in both relative values (feet and inches) and elevation benchmark (AMSL); ■ All exterior materials and associated colors, including roofing (including required photovoltaic panels), roof eaves, wall cladding, doors, windows, trim, sills, and 	Yes	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
	<p>railings, with specific manufacture and product number notations consistent with the color/material sheet;</p> <ul style="list-style-type: none"> ■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.; ■ Sightline drawing demonstrating rooftop equipment is screened from public view. 	Yes	Yes
12.	<p>Color/Material Sheet providing illustrations of proposed materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevation sheet(s).</p>	Yes	Yes
13.	<p>Furniture and Site Amenity Plan depicting the location and type of any on-site furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. as they may occur throughout the project site.</p>	Yes	Yes
14.	<p>Building Cross Sections taken from at least two opposing sides indicating grade and height details required for the elevation drawings, and floor plate and roof plate heights.</p>	Yes	Yes
15.	<p>Roof Plan showing roof slope(s) and direction, and location of rooftop vents, skylights, and photovoltaic panels.</p> <p>Note: The California Building Code (CBC) requires installation of a photovoltaic system on all new low-rise residential buildings. High rise buildings must only be "solar ready".</p>	Yes	Yes
16.	<p>Roof and Truss Framing</p> <ul style="list-style-type: none"> ■ Electronically stamped truss design by the review engineer; ■ Roof framing plan with truss I.D. number and manufacturer's name; ■ Detail of all truss splices, connections, plate sizes and hangers; ■ Show all trusses including gable bracing and bridging. 	Yes	Yes
17.	<p>Structural Plans</p> <ul style="list-style-type: none"> ■ Foundation and structural floor framing plan with footing/pier/grade or slab details; and bracing and support details; ■ Ceiling details with bracing and support details; ■ Structural material and fastener specification; ■ Braced wall, shear wall, and bracing method plan; ■ Hold-down schedule with table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns and bolts; ■ Special inspection requirements including all slip-critical bolts and dowels. 	Yes	Yes
18.	<p>Detail Sheets, as applicable. All details and sections should cross reference with other sheets as appropriate.</p> <ul style="list-style-type: none"> ■ Window schedule detailing egress, safety glazing, and any skylight-approved listing numbers; ■ Door schedule listing sizes and type of locking or closing hardware; ■ Flashing and waterproofing details and notes; ■ Footing, piers and grade beams, detail all post-to-beam, post-to-footing and beam-to-beam connections, specify metal connectors; ■ Post and girder connections; ■ Roof details, including eaves, overhangs, rakes and gables; ■ Floor changes such as wood-to-concrete flashing details; ■ Rooftop equipment screening detail; ■ Handrails, guardrails and support details; ■ Structural wall sections with details at foundation, floor and roof levels; ■ Stairway rise and run, framing, attachment and dimensions of members; ■ Prefabricated fireplace with approved listing number; ■ Documented California disabled accessibility standards (Chapter 11A or 11B); ■ Dimensioned and detailed disabled accessibility features; ■ Fire separations with assembly number and section notes; 	Yes	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
	<ul style="list-style-type: none"> ■ Fire penetrations and openings including assembly numbers; ■ Section of fire rated corridor, door ratings, smoke/fire damper locations; ■ Finish schedule with flame spread ratings; ■ Wall and ceiling finish schedules with identified flame spread ratings. 	Yes	Yes
19.	<p>Mechanical Plan</p> <ul style="list-style-type: none"> ■ Mechanical equipment schedule with ratings in BTUs/hours and weight; ■ Equipment locations, list sizes and materials, provide legend for symbols; ■ Locations of air dampers, fire dampers, and smoke-fire dampers; ■ Locations of combustion-products-type smoke detectors and smoke shut-off; ■ Fire-resistive separation details such as smoke detection and fire dampers; ■ Corridor construction details, show openings and penetrations; ■ Mechanical roof plan, show equipment locations, mounting and isolation, distances from exhaust or make-up air to building openings and to property lines; ■ HVAC Plan, show all units and duct sizes with type and size of insulation; ■ Cut sheets on hoods, exhaust fans, make-up air units, and equipment under hoods; ■ Calculations for all commercial hoods and fire suppression systems. 	Yes	Yes
20.	<p>Plumbing Plan</p> <ul style="list-style-type: none"> ■ Plumbing fixture schedule; ■ Material identification for all types of piping; ■ Drain, waste and vent – one-line plumbing plan and isometric drawing; ■ Gas – one-line piping plan, usage calculation, gas appliance list w/BTUs; ■ Water piping – single-line plumbing plan; ■ Calculation for water pipe sizing and low and high static water pressure; ■ Condensate piping – one-line plumbing plan; ■ Water supply and backflow protection and method of wastewater disposal. 	Yes	Yes
21.	<p>Electrical Plan</p> <ul style="list-style-type: none"> ■ Single line diagram including main panel; ■ Electrical load calculations including main switch panel; ■ Electrical panel schedules; ■ Electrical floor plan showing panel circuitry and locations, electrical outlets, lighting fixtures, and exit signs and emergency lighting ■ Reflected ceiling plan showing standard and emergency circuitry and energy efficiency switching and compliant efficacy lighting; ■ Electrical roof plan showing roof mounted equipment and service receptacles; ■ Electrical room floor plan with dimensions in ¼" scale minimum with ventilation; ■ AIC rating on new electrical service and standby emergency generators ■ Battery Electrolyte Quantity and Signage per NEC 702.8. <p>Note: For wireless telecommunications facilities only.</p>	Yes	Yes
22.	<p>Building Energy Efficiency Standards (Title 24) Plans</p> <ul style="list-style-type: none"> ■ CF-1R and MF-1R forms completed and signed; ■ CF-GR and Insulation Certificate; ■ Identify mandatory energy efficiency measures; ■ Identify lighting and water use restrictions; ■ Performance analysis and backup forms. <p>Note: Forms are available online (see https://bit.ly/cf1rforms) for applicants wishing to complete their own Energy Conservation Measures documentation.</p>	Yes	Yes
23.	<p>Photometric Plan in compliance with the Campbell Lighting Design Standards, including manufacturer's specification sheets ("cut sheets") for all lighting fixtures that depict the design of the fixtures, Cal Green compliance, and provides technical specifications (i.e., lighting type, watts, lumens, and materials).</p>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
24.	<p>Grading and Drainage Plans</p> <ul style="list-style-type: none"> ■ <i>Actual</i> (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade; ■ Surveyed property line dimensions and lot size; ■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths; ■ Stormwater controls using gutters, leaders, emitters, retention basins, and/or seepage pits to retain stormwater on-site; ■ Documented square-footages of new impervious/pervious areas; ■ Stated maximum depth and volumes of cut and fill; ■ Cross-sections at property lines; ■ Retaining (masonry) walls showing height and materials. <p>Note: Please reference the City's On-Site Grading Plan Checklist for a detailed plan specifications (see https://bit.ly/dpwchecklist).</p>	No	Yes
25.	<p>Post-Construction Stormwater Management Plan prepared in compliance with the City's Stormwater Treatment requirements (see https://bit.ly/c3requirements)</p> <ul style="list-style-type: none"> ■ Location and size of new and replaced impervious surface; ■ Directional surface flow of stormwater runoff; ■ Location of proposed on-site storm drain lines; ■ Type and location of proposed site design measures, source control measures, and stormwater treatment measures; ■ Calculations supporting the sizing of the stormwater treatment facilities. 	No	Yes
26.	<p>Utility Plan/Joint Trench Plan</p> <ul style="list-style-type: none"> ■ Location of all existing and proposed surface and subsurface utilities, including electrical, gas, sanitary sewer, water, and telecommunications, including junction boxes, transformers, catch basins, and manholes; ■ Alignment of a proposed joint trench for subservice utilities; ■ A plan and profile of proposed sanitary and storm water sewers and other utilities, with grades and sizes indicate. 	No	Yes
27.	<p>Erosion Control Plan</p> <ul style="list-style-type: none"> ■ Erosion Control Point of Contact: Include name and contact information for the person responsible for maintaining erosion and sediment control measures throughout the term of the permit on the EC Plan or on the Cover Sheet; ■ Existing drainage patterns and direction of flow; ■ Locations of all stormwater inlets; ■ Limits of disturbed areas; ■ Areas not to be disturbed and off-limits to construction activity; ■ Location and type of all erosion control measures; ■ Maintenance requirements and schedule for all erosion control measures; ■ Details for all proposed erosion control measures including: Stabilized Construction Entrance, Fiber Roll Installation, Concrete Washout Area(s), Inlet Protection, Stockpile Protection, etc. 	No	Yes
28.	<p>Landscape Documentation Package prepared by an authorized and licensed professional in compliance with the noted sections of the California Model Water Efficient Landscape Ordinance (MWELo) (see https://bit.ly/mwelo2015).</p> <ul style="list-style-type: none"> ■ Project Information per Section 492.3; ■ Water Efficient Landscape Worksheet per Section 492.4 (Appendix B) ■ Landscape Design Plan per Section 492.6; ■ Irrigation Design Plan per Section 492.7; ■ Grading Design Plan per Section 492.8; 	No	Yes

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI PERMIT?	
		YES	NO
	<ul style="list-style-type: none"> ■ A note indicating: "Soil will be treated per the recommendations of the required of the Horticultural Soil Management Report per MWELO Section 492.5, following completion of grading and prior to installation of landscaping." ■ A note indicating: "Certificate of Completion and Irrigation Audit will be submitted prior to permit final." 	No	Yes
29.	Tree Survey depicting <i>all</i> existing trees (irrespective of size or species), including the center of the trunk and extent of the canopy/drip-line, overlaid on a site plan showing proposed buildings and utilities and noting the proximity of each tree to these features; and an itemized table identifying each tree by number and noting each tree's species (common and scientific names) and size (diameter measured four feet above grade).	No	Yes
30.	Tree Removal and Protection Plan incorporating the tree depiction information (i.e., trunk location and canopy/drip-line) and the itemized table, as specified by Item No. 29 (Tree Survey), but also identifying trees to be removed and/or preserved. Protection measure must be consistent with the Campbell Standards for Tree Protection During Construction .	No	Yes
Additional Items (provide as separate documents)			
31.	Soils Report , prepared by a licensed engineer specializing in soils mechanics containing foundation and retaining wall design recommendations.	Yes	Yes
32.	Structural Calculation Report , prepared by a licensed structural engineer.	Yes	Yes
33.	Title 24 Energy Report/Calculations (i.e., envelope, roofing, lighting and mechanical), documenting compliance with California Title 24 energy standards.	Yes	Yes
34.	Provision C-3 Data form , as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program (see https://bit.ly/c3dataform)	No	Yes
35.	Letter of Foundation Design Review , inclusive of soil load bearing and design approval prepared by a licensed structural engineer.	Yes	Yes
36.	Manufactured Truss Report and Truss-Review Letter signed by the engineer of record.	Yes	Yes
37.	Landscape Information Form , documenting compliance with the California Model Water Efficient Landscape Ordinance (MWELO) (see https://bit.ly/landscapeformcomm).	No	Yes
38.	MWELO Worksheet per Section MWELO Sec. 492.4 (Appendix B)	No	Yes
39.	Horticultural Soil Management Report per Section MWELO Sec. 492.5 (to be submitted following the completion of grading).	No	Yes
40.	Preliminary Title Report prepared by a title company registered with the California Department of Insurance .	No	Yes
41.	Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	Yes	Yes
42.	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., 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 and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;

CONSTRUCTION PLAN PREPARATION REQUIREMENTS *Continued*

- Be produced in a uniform size (all sheets) of 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, inclusive of architectural, civil, structural, and landscaping 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 architectural, civil, structural and landscaping 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		
<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)	■ Construction Plans (Rev. 1 – Scope)
■ Soils Report	■ Soils Report (Sub. 1)	■ Soils Report (Rev. 1 – Scope)
■ Structural Calculation Report	■ Structural Report (Sub. 1)	■ Structural Report (Rev. 1 – Scope)
■ Title 24 Energy Report/Calculations	■ Title 24 Report (Sub. 1)	■ Title 24 Report (Rev. 1 – Scope)
■ Provision C.3 Data Form	■ C.3 Data Form (Sub. 1)	■ C.3 Data Form (Rev. 1 – Scope)
■ Letter of Foundation Design Review	■ Foundation Letter (Sub. 1)	■ Foundation Letter (Rev. 1 – Scope)
■ Truss Report and Truss-Review Letter	■ Truss Report (Sub. 1)	■ Truss Report (Rev. 1 – Scope)
■ Landscaping Information Form	■ Landscape Form (Sub. 1)	N/A
■ MWELo Worksheet	■ MWELo Worksheet (Sub. 1)	N/A
■ Horticultural Soil Management Report	■ Soil Management Report (Sub. 1)	N/A
■ Preliminary Title Report	■ Title Report (Sub. 1)	N/A
■ 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:

- **The School Districts** collect “Developer Fees” for commercial and/or residential construction. The fees are collected by the district(s) prior to permit issuance. Referral forms will be provided by the Building Inspection Division during the plan-check process. To find your school district(s), please refer to the [County Assessor website](#). Please contact the applicable district for current fee rates:
 - Campbell Union High School District – (408) 371-0960 x2044/2042
 - Campbell Union School District – (408) 341-7000 x6267
 - Cambrian School District – (408) 377-2103 x1122
 - Moreland School District – (408) 874-2900
- **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.
- **Santa Clara County Fire District (SCCFD)** approval of a fire sprinkler system requires a separate review and approval letter. Plan submittal and fee information may be obtained from SCCFD at (408) 378-4010.
- **San Jose Water Company** may require a new upsized water service connection and payment of fees if your project requires installation of a fire sprinkler system. Please contact San Jose Water at (408) 279-7900 for further information.

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 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. 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 4% surcharge fee for all credit/debit card transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

LICENSED CONTRACTOR

Please note that a building permit for all commercial and multi-residential projects may only be issued to a licensed contractor with an appropriate license. A permit cannot be issued to a property owner, including properties owned by an LLC or corporation.

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

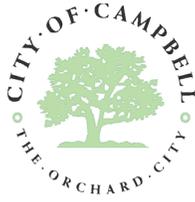
Construction plans submitted for a building permit are reviewed concurrently by the Building Inspection Division (including third-party plan-check consultant), Planning Division, Land Development Engineering Division, and the Santa Clara County Fire District. Comments from these departments will be provided 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](#).



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) 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
- (9) 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):