



CITY OF CAMPBELL
Community Development Department

SINGLE-FAMILY RESIDENTIAL REMODEL
BUILDING APPLICATION GUIDE

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

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 single-family residential remodel projects such as the following:

- Interior Remodels (i.e., kitchens, bathrooms, minor and whole house) (1) (2)
- Interior Accessory Dwelling Units (ADU) and Junior ADUs (3) (i.e., created from existing building area)
- “Garage Conversions” (to habitable space or ADU, including after-the-fact conversions) (4)
- Exterior Remodels (e.g., new siding/stucco, wainscot)
- New Sunrooms/Patio Covers/Porches
- Window Replacements
- Foundation Repair

Note (1): If your remodel project includes an addition, please refer to the New Single-Family Residential Construction Building Application Guide (see <https://bit.ly/newresappguide>).

Note (2): This Guide may also be used for interior remodels to apartment, condominium, and townhome units.

Note (3): For construction of new detached and attached ADUs, please also refer to the New Single-Family Residential Construction Application Guide (see <https://bit.ly/newresappguide>).

Note (4): Please note that conversion of an existing garage to habitable space may require prior Planning Division approval and/or replacement of parking spaces. 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.

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.

OWNER BUILDER DECLARATION

The California Business and Professions Code allows owners of residential properties to act as their own contractor under certain conditions. If you are thinking about acting as an “owner-builder”, there is important information you need to consider before pulling a permit. In compliance with State law, the City has prepared an [informational package](#) (see <https://bit.ly/ownerbuilderform>) that helps explain some of the legal implications of acting as an “owner-builder” for your project. You will need to sign and submit disclosure forms as part of your permit application if you wish to act as an “owner-builder”. Please note that a Limited Liability Company (LLC) cannot be an “owner-builder,” a licensed contractor is required.

OVER THE COUNTER REVIEW

Permits for minor remodeling projects that do not include structural alterations, such as bathroom remodels, kitchen remodels, and window replacements, may be issued over-the-counter. For a permit to be issued over-the-counter, please ensure that all appropriate notes and standards (as discussed below) have been addressed. Residential over-the-counter service is provided Monday and Wednesday from 1:00 PM to 4:00 PM, on a first-come, first-served basis. No appointment is needed.

STANDARD NOTES AND REQUIREMENTS

To help expedite the permit process, the City has compiled a list of standard notes and Building Code requirements. Plan drafters should include relevant notes and ensure that the applicable requirements are incorporated into the plans submitted for a building permit. The [Standard Notes and Requirements Handout](#) is available at this link <https://bit.ly/standardnotes> and at the Building Inspection Division public counter. If you have any questions regarding the standard notes and requirements, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov.

HOMEOWNER’S ASSOCIATION (HOA) APPROVAL

Any interior work occurring within a condominium unit or townhome, as well as any exterior work performed on a detached single-family home located within a planned development community (typically governed by a Declaration of Covenants, Conditions, and Restrictions) requires submittal of a letter signed by an authorized representative of the homeowner’s association (HOA), such as the president or property manager, printed on official HOA letterhead. The HOA letter must identify the contractor and specifically authorize the proposed work (e.g., kitchen remodel, window replacement, siding repair, etc.).

ACCESSORY DWELLING UNITS

Creation of an accessory dwelling unit (ADU) is governed by [Campbell Municipal Code Chapter 21.23](#) in accordance with recent (2019) State legislation. The Planning Division has also created an [ADU Summary Sheet](#) that explains the various standards and requirements for new ADUs (see <https://bit.ly/campbelladu>). For further information, please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov. Additionally, to help facilitate the legalization of unpermitted ADUs in the community, the City has prepared a [sample plan-set](#) (see <https://bit.ly/legalizeadu>) to illustrate the minimum requirements for a building permit application.

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 ‘Y’ (Yes) or ‘N’ (No) in each row states whether the specific Application Material is required or not for the particular project type (i.e., “ADU/JADU and Garage Conversions,” “Interior Remodel,” “Exterior Remodel,” “Sunroom/Patio,” and “Window Replacements”).

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	ADU/JADU & GARAGE CONVERSION	INTERIOR REMODEL	EXTERIOR REMODEL	SUNROOM/PATIO	WINDOW REPLACEMENT
Sign 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 occupancy groups classification (e.g., R3 and U); 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 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); ■ Project data table including net lot size, existing building square-footage (for each floor and in total), building heights, building setbacks (all sides and all floors); ■ Indicate that "The project shall comply with the submitted Waste Management Plan". See https://bit.ly/campbellwmp for more information; ■ 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)"; ■ 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". 	Y	Y	Y	Y	Y
2.	<p>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.</p>	Y	Y	N	Y	N
3.	<p>Site Plan</p> <ul style="list-style-type: none"> ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Existing buildings and accessory structures showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ All water, sewer, gas, and electrical pipes and wires that will bring utilities to the dwelling, identify sizing and type pipes or wires; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences; ■ Location of air conditioner (AC) unit(s) and trash/recycling receptacles. 	Y	N	N	Y	N
4.	<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, etc.); ■ Scaled dimensions of all exterior walls, doors, windows and rooms; 	Y	Y	N	Y	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADU/JADU & GARAGE CONVERSION	INTERIOR REMODEL	EXTERIOR REMODEL	SUNROOM/PATIO	WINDOW REPLACEMENT
	<ul style="list-style-type: none"> ■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.); ■ All interior mechanical equipment (water heaters, EV chargers, etc.). <p>Note (1): The floor plan for kitchen and bathroom remodels only needs to show the affected room(s). All other floor plans must depict the whole house.</p>	Y	Y ¹	N	Y	Y ¹
5.	<p>Exterior Elevations</p> <ul style="list-style-type: none"> ■ Unobscured grayscale hardline architectural depictions of the existing/proposed structure; ■ Maximum structure height and finish floor height of each floor (as measured from finish grade); ■ All exterior materials and associated colors, including roofing (including required photovoltaic panels), roof eaves, wall cladding, doors, windows, trim, sills, and railings, with specific manufacture and product number notations. <p>Note (1): Exterior elevations are only required when an existing garage is proposed to be converted, either to an ADU or habitable space. The elevation is limited to the front of the garage to show removal of garage doors to be replaced with architectural features the same as those of the house, including the same wall cladding, building color(s), and window frames.</p>	Y ¹	N	Y	Y	N
6.	<p>Exterior Building Photographs identifying the location of existing windows to be replaced and/or new windows to be installed. Photos must also show the window locations relative to the fence line.</p>	N	N	N	N	Y
7.	<p>Mechanical, Plumbing, and Electrical Plans</p> <ul style="list-style-type: none"> ■ Location of HVAC equipment and size, noting BTU/HR output; ■ Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels; ■ Locations of plumbing fixtures, listing all required dimensions; ■ Locations of all utility pipes and wires to the building and meters, as well as shut-off valves or switches. Size all meters, piping, and wiring. <p>Note: If your project includes a junior accessory dwelling unit (JADU), the kitchen is limited to a sink with a maximum waste line diameter of 1 ½ inches (i.e., a “bar sink”) and cooking appliances that do not require natural/propane gas or electrical service greater than 120 volts (i.e., a two-burner electric or induction range).</p>	Y	Y	N	Y	N
8.	<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>	Y	Y	N	Y	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ADU/JADU & GARAGE CONVERSATION	INTERIOR REMODEL	EXTERIOR REMODEL	SUNROOM/PATIO	WINDOW REPLACEMENT
9.	<p>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.</p> <ul style="list-style-type: none"> ■ 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 bolts and dowels. ■ Identify window and door and skylight sizing, egress, safety glazing, opening ability for ventilation and natural light; ■ Roof details, including slope, overhangs, hips and gables, flashings and gutters that will ensure water proofing and storm water control; ■ Stairs (rise/run), handrails, guardrails and associated notes and details; ■ Prefabricated fireplace with approved UL and NFPA listing numbers; ■ Specify underfloor and attic venting. 	Y	Y	N	Y	N
Additional Items (provide as separate documents)						
10.	<p>Structural Calculation Report, prepared by a licensed structural engineer. Note (1): Only required if <i>significant</i> structural alterations are proposed, requiring preparation of structural plans by a licensed engineer.</p>	Y ¹	Y ¹	N	N	N
11.	<p>Title 24 Energy Report/Calculations, documenting compliance with California Title 24 energy standards.</p>	Y	Y	N	N	Y
12.	<p>Owner-Builder Disclosure Forms, signed by the property owner (an individual person, not an LLC) (see https://bit.ly/ownerbuilderform).</p>	Yes, if an "owner-builder"				
13.	<p>Waste Management Plan, documenting that a minimum of 65% of all construction and demolition debris must be salvaged, reused, or recycled (see https://bit.ly/campbellwmp).</p>	Y	Y	Y	Y	N
14.	<p>Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.</p>	Y	Y	Y	Y	Y
15.	<p>Applicant Response Letter providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).</p>	Y	Y	Y	Y	Y

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

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

- Each sheet shall be digitally signed by the plan drafter. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;
- 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)

CONSTRUCTION PLAN PREPARATION REQUIREMENTS *Continued*

- 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" x 17" (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;
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- If scanned hand-drawn plans are provided, they must be scanned at a 300 DPI resolution (however, natively generated CAD vector drawings are highly encouraged);
- 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 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)
■ 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)
■ Owner-Builder Disclosure Forms	■ Owner-Builder Form (Sub. 1)	N/A
■ Waste Management Plan	■ Waste Management Plan (Sub. 1)	Waste Management Plan (Rev. 1 – Scope)
■ Acknowledgment Statement	■ Acknowledgment Statement	N/A
■ Applicant Response Letter	■ Response Letter (Sub. 2)	N/A

OTHER AGENCY APPROVALS

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

- **The School Districts** collect "Developer Fees" for residential construction in excess of 500 square feet, including conversion of garages to habitable space, including ADUs. 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

OTHER AGENCY APPROVALS *Continued*

- 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.
- **Santa Clara County Assessor** will [appraise the new construction](#). Please call (408) 299-5300 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 surcharge fee for all credit/debit card and ACH (e-check) transactions in the amount of 4% and 1%, respectively. 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. However, window replacements, kitchen, bath, and interior remodels, and porch, patio, and exterior remodel permits may be issued over-the-counter or within 1 to 2 weeks.

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):