



**CITY OF CAMPBELL**  
Community Development Department

**GENERAL TRADE PERMITS (MEP)**  
**BUILDING APPLICATION GUIDE**

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

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](mailto:building@campbellca.gov), or visit us at City Hall.

**TYPICAL JOB TYPES**

This Guide is to be used for general trade permit (MEP) work such as the following:

- Water Heater Installation
- HVAC/Furnace Installation/Modification
- Electrical Service Upgrade
- Reroof
- Sewer Line Repair/Replacement
- Whole House Rewire
- Water Line Repair/Replacement
- Temporary Power Pole

**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](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. 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.

**PLANS NOT REQUIRED**

Plans are not always required for general trade permits. However, they are required for commercial HVAC replacement or rooftop equipment, new residential A/C condensers or relocation, trenching of utilities or plumbing, new electric panels (not replacement), new plumbing fixtures (not replacement), whole house rewire, and new water heaters (not replacement). Manufacturer specifications for most new equipment and appliances may also be required.

**CONTRACTOR’S LICENSE / OWNER BUILDER DECLARATION**

Specific types of contractor’s licenses are required for different types of work, as follows:

- C-10 (Electrical Contractors)** – Service Upgrade, Whole House Rewire, Temporary Power Pole
- C-20 (Mechanical Contractors)** – AC/HVAC, Furnace
- C-36 (Plumbing Contractors)** – Water Heater, Water Line, Sewer Line
- C-39 (Roofing Contractors)** – Reroof

## CONTRACTOR'S LICENSE / OWNER BUILDER DECLARATION *Continued*

However, the California Business and Professions Code allows owners of single-family 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](https://bit.ly/ownerbuilderform) (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.

## GENERAL PERMIT REQUIREMENTS

The following table summarizes the general requirements for various MEP permits. Please note, however, that this information is provided as a courtesy and does not absolve the licensed contractor of any obligations under the law.

#	GENERAL PERMIT REQUIREMENTS
<b>Electrical Service Upgrade</b>	
1.	<b>Contractor's License Required:</b> Licensed Electrical Contractors (C-10) or an "Owner-Builder".
2.	<b>Service Panel Installation Requirements (partial)</b> <ul style="list-style-type: none"> <li>■ Underground service wires may limit the ability to upsize and may create other restrictions.</li> <li>■ Provide the inspector with an electrical load calculation if the panel is 125amp or less.</li> <li>■ Meter height – 36 to 75 inches above ground.</li> <li>■ Panel clearance – 15" each side, 36" deep, headroom min 6'-6".</li> <li>■ A Ufer ground or (2) ground rods are required (placed 6' apart close as practical to panel), 6awg 150a or less, 4awg 200a, provide water bond w/in 5' of bldg entry, no bonding to gas pipe.</li> </ul>
3.	<b>Circuit breakers</b> <ul style="list-style-type: none"> <li>■ Panel and breakers of matching type and mfg. Label all breakers.</li> <li>■ A panel replacement will not trigger AFCI/GFCI requirements but the upgrade is recommended.</li> </ul>
<b>Whole House Rewiring</b>	
1.	<b>Contractor's License Required:</b> Licensed Electrical Contractors (C-10) or an "Owner-Builder".
2.	<b>General Plan Requirements.</b> A whole house rewiring project <b>will</b> require plans and compliance with: <ul style="list-style-type: none"> <li>■ Provide cover page to clearly indicate scope of repairs to the building.</li> <li>■ Provide information on plan to indicate where sheetrock is being removed for this remodel. Indicate R-13 insulation at exterior walls, R-30 at ceiling for any opened cavities or wall framing.</li> <li>■ Provide plans that show all new electrical switching/outlet locations. Darken these locations to provide a clear/legible floor plan. At no point along the wall shall be more that 6' from an outlet.</li> <li>■ Arc fault (AFCI) required in family rms, dining rms, parlors, libraries, dens, bedrooms, sun rooms, rec rms, closets, and hallways and lighting. Ground fault (GFCI) is required in bath rms, garages, accessory areas, exterior, crawlspaces, basements, dishwashers, and disposals. Combination AFCI/GFCI is required in kitchens, and laundry areas.</li> <li>■ Show all outlets/switching at kitchen floor plan. Indicate outlet locations so that no space along the countertop is more than 24" from an outlet. CEC 210-52(C)(1)</li> <li>■ Provide (2) 20A small appliance circuits at kitchen. Provide dedicated circuits for microwave, garbage disposal and dishwasher locations. CEC 210-11 (C)(1)</li> <li>■ Provide a dedicated 20A GFCI circuit for each bathroom.</li> <li>■ Provide outlet at hallway. CEC 210-52(H)</li> <li>■ Indicate all outlets to be tamperproof. CEC 406.12</li> <li>■ Indicate amperage of sub panel to be installed. Provide conductor size. CEC 310-16</li> <li>■ Show exterior lighting and switching devices at all exterior door locations. CEC 210-70.2(b)</li> <li>■ Provide humidistat exhaust fan in each bathroom, 50 cfm, switched separately, ducted to the exterior.</li> <li>■ Provide 100cfm exhaust to outside at range hood, ducted to exterior with sheetmetal ductwork.</li> </ul>

<b>#</b>	<b>GENERAL PERMIT REQUIREMENTS</b>
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|  | <ul style="list-style-type: none"> <li>■ Hardwired smoke detection is required in each bedroom, Combination Smoke and Carbon Monoxide detection is required outside each bedroom and on each floor. Provide hard wired carbon monoxide detectors at hallway and every floor level (including finished basement) CRC 314.2.2.</li> <li>■ All new lighting shall be high-efficacy compliant to table 150.0A CEC. Screw-based permanently installed light fixtures must contain screw-based JA8 (Joint Appendix 8) compliant lamps. JA8 compliant light sources in ceiling recessed downlights and LED's are to be controlled by vacancy sensors or dimmers.</li> <li>■ Exhaust fans shall be switched separately from lighting.</li> <li>■ Exterior lighting shall be controlled by photocell and motion per energy 110.9</li> <li>■ At least one fixture in each garage is to be controlled by a vacancy sensor.</li> <li>■ At least one fixture in each laundry room is to be controlled by a vacancy sensor. At least one fixture in each utility room is to be controlled by a vacancy sensor.</li> <li>■ At least one fixture in each bathroom is to be controlled by a vacancy sensor.</li> <li>■ Under cabinet lighting shall be controlled by separate switching.</li> </ul> |
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<b>Temporary Power Pole</b>	
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| <b>1.</b> | <b>Contractor's License Required:</b> Licensed Electrical Contractors (C-10) only.  |
| <b>2.</b> | <p><b>Temporary Power General Plan Requirements.</b> A temporary power pole permit requires a simple site plan, including:</p> <ul style="list-style-type: none"> <li>■ Conductor clearance for service drop – 12' above property, 16' above curb, 18' above street.</li> <li>■ Underground service involves Building, Planning, Engineering, and PG&amp;E prior to approval.</li> <li>■ Temporary power can be supplied two ways, a rented portable toilet with electric panel and mast, a 6x6x20' timber set in a 4' hole with an angle brace and a mounted panel. Either type of temp panel is to have an 8' copper ground rod with 6AWG jumper and correctly matched GFCI breakers. Identify all service wires with colored tape, secure mast.</li> </ul> |

<b>HVAC/Furnace Installation/Modification</b>	
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| <b>1.</b> | <b>Contractor's License Required:</b> Licensed Mechanical Contractors (C-20) or an "Owner-Builder".  |
| <b>2.</b> | <p><b>Furnace Placement</b></p> <ul style="list-style-type: none"> <li>■ Gas furnaces cannot be located in bedrooms, bathrooms, storage or clothing closets. A gas furnace may be placed in a bedroom mechanical closet if it is a listed direct vent type and the closet has a SC tight gasket door. Mechanical closet installations shall have a clearance between furnace and wall a minimum of 3" or per manufacturer's minimums.</li> <li>■ If located in a garage a furnace must be protected from vehicle damage and have the burner assembly located 18 above the garage floor.</li> <li>■ If located in the attic a furnace shall be placed in a sheet metal (smitty) pan. Condensate drains and smitty pan drains shall terminate to the exterior in an accessible and visible location with a minimum size 3/4" pipe. Access must be sized to allow the removal of the furnace. Provide lighting and a 120V electrical outlet. Place the furnace over an area with the ability to support weight. The exhaust flue shall be a minimum of 5' long. The gas piping must have a shut of valve with a flexible connection.</li> </ul> <div style="text-align: center; margin-top: 20px;"> <p style="text-align: center;"><b>Requirements for Attic Furnace Installations</b></p> </div> |

# GENERAL PERMIT REQUIREMENTS

Water Heater Installation

1. **Contractor's License Required:** Licensed Plumbing Contractors (C-36) or an "Owner-Builder".

2. **Water Heater Installations in Bedroom and Bathroom Closets** shall comply with one of the following:

- Fuel-burning water heaters may be installed in a closet located in the bedroom or bathroom provided the closet is provided with a listed, gasketed door assembly and a listed self closing device. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the water heater
- Water heater shall be of the direct vent type.

3. **Water Heater Installations in Garages** shall comply following:

- Pedestals – Burners not listed as Flammable Vapor Ignition Resistant (FVIR) shall be placed 18" above the floor.
- Protection Bollards – When water heaters not on a pedestal (FVIR) are located in a garage or where subject to mechanical damage by vehicles, a suitable barrier shall be installed.

4. **Strapping:** Water heaters shall be anchored with approved strapping to resist seismic movement during an earthquake. The sheet metal straps are to be installed at the upper and lower third (1/3) of the water heater (and not in conflict with the controls or inspection panels, 4" min. Clearance). The straps shall be connected so that the fasteners and straps cannot dislodge or loosen. Refer to the sample illustrations, below. When supported on the ground, water heaters shall rest on level concrete or other structural base 3-in above adjacent ground level.

5. **Thermal Expansion:** Any water system provided with a check valve, back flow preventer, pressure regulator, or any other normally closed device shall be provided with an approved expansion tank.

6. **Sample Illustrations**

**Seismic Straps:**  
Two minimum required applied per manuf. specs.  
**Note:** Perforated iron strap (plumber's tape) will not be an acceptable method for strapping or bracing water heaters over 40 gallons.

Top 1/3  
Bottom 1/3  
4-in  
Burner Raised 18-in in garage  
6-in min., 24-in max.

T&P valve piped to exterior 3/4" min. pipe. No threads allowed in bottom of piping

**COMBUSTION AIR (2016 CMC, Chapter 7)**  
**Inside Source**  
Ordinary Construction: Appliance in unconfined space may rely on infiltration alone. Unconfined space is >50 cu. ft./1000 Btu/hr. Appliance may draw air through minimum 100 sq. in. openings into unconfined space, one opening in upper 12-in, one in lower 12-in.  
**Outside Source**  
Unusually Tight Construction or Confined Space: Confined space is <50 cu. ft./1000 Btu/hr.  
Refer to Table 7-1 for size of combustion air openings or ducts.

**WATER HEATER – ELEVATION**

7.

Per manufacturer's recommendation

Per manuf. recommendation

TOP VIEW

PROPERTY LINE

4-ft min.

Roof Slope: Flat to <6:12

12-in min. for Roof Slope: Flat to <6:12

Roof Slope: Flat to <6:12

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#	GENERAL PERMIT REQUIREMENTS
<b>Sewer Line Repair/Replacement</b>	
1.	<b>Contractor's License Required:</b> Licensed Plumbing Contractors (C-36) or an "Owner-Builder".
2.	<b>Drain and Sewer Material Requirements</b> <ul style="list-style-type: none"> <li>■ Building sewers shall be kept below ground unless approved by the building inspector.</li> <li>■ Drainage piping materials shall comply with table 702.1 CPC, preferably ABS SCH 40 for all comm/res applications except for fire wall penetrations which are to be metallic piping or have an approved fire collar.</li> <li>■ Drain, Waste, and Vent (DWV) and inherent drainage fittings shall comply with chapters 7 through 10 CPC (California Plumbing Code).</li> <li>■ Sewer piping shall be distanced from water supply piping a minimum of 12".</li> </ul>
3.	<b>Installation Requirements for Property Line Cleanouts</b> <ul style="list-style-type: none"> <li>■ West Valley Sanitation District (WVSD) clearance is required for all sewer line permits. Upon application, WVSD may require a new property line cleanout and/or a back water protection device.</li> <li>■ Property line cleanouts are required in the following two conditions: <ul style="list-style-type: none"> <li>■ When the existing building sewer is replaced or repaired at the property line.</li> <li>■ A private waste disposal system, such as a septic tank or cesspool is removed and the on-site sewer is connected to the public sanitary sewer system.</li> </ul> </li> <li>■ The installation and maintenance of property line cleanouts is the responsibility of the property owner. If there is a stoppage in the sewer line at the connection to the city sewer, a property line cleanout enables access to clear the blockage. <ul style="list-style-type: none"> <li>■ The property line cleanout is to be placed be within 1 foot of the property line; just back of the sidewalk and accessed through a concrete cleanout box.</li> </ul> </li> <li>■ Prior to backfill, the replaced sewer line and cleanout is to be water tested and inspected by both WVSD and the City.</li> </ul>
<b>Water Line Repair/Replacement</b>	
1.	<b>Contractor's License Required:</b> Licensed Plumbing Contractors (C-36) or an "Owner-Builder".
2.	<b>General Notes</b> <ul style="list-style-type: none"> <li>■ Comply with all boring and notching limits to framing per 502.8 CRC.</li> <li>■ Piping installation shall be independent of structural components or fire-rated assemblies.</li> </ul>
3.	<b>Material and Installation Requirements</b> <ul style="list-style-type: none"> <li>■ Water pipe and fittings inside a building are preferrably copper or PEX; buried pipe are preferrably Type L copper or PVC but all pipe may also be as allowed per 604.0 CPC.</li> <li>■ Connecting dissimilar piping and materials must be performed with specialty fittings and solvents.</li> <li>■ All pipes must be sized correctly.</li> <li>■ Non-removable backflow prevention devices are required on hose bibbs.</li> <li>■ Water hammer/shock arresters are required for quick closing valves in water piping systems, such as clothes washers, refrigerators, and dishwashers when re-piping projects are performed.</li> <li>■ Ensure the hot &amp; cold water piping bond is complete.</li> <li>■ Do not fill trenches until all plumbing has been tested and inspected.</li> </ul>
<b>Reroof</b>	
1.	<b>Contractor's License Required:</b> Licensed Roofing Contractors (C-39) or an "Owner-Builder".
2.	<b>General Standards</b> <ul style="list-style-type: none"> <li>■ Secure a separate permit for each building onsite undergoing a reroof project.  <b>Exception:</b> On a single-family property, both a detached garage and the dwelling can be reroofed under the permit obtained for the main house.</li> <li>■ Non-residential, multifamily, and historical properties need prior Planning Division review. Please contact the Planning Division at (408) 866-2140 or <a href="mailto:planning@campbellca.gov">planning@campbellca.gov</a> for more information.</li> </ul>

#	GENERAL PERMIT REQUIREMENTS
	<ul style="list-style-type: none"> <li>■ If your reroofing project involves moving or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, additional sub-trade permits (electrical or mechanical, for example) will be required and associated fees will apply.</li> <li>■ All roof to have a minimum class C rating. Wood shake and shingles must be listed fire-resistant.</li> <li>■ Double-wall Type B flues require a 1-inch minimum clearance to combustibles.</li> <li>■ All roofing, composition, metal, tile, slate, or wood shall be installed per manufacturer's direction.</li> <li>■ An engineering analysis is required if the weight of all roof coverings exceeds 7 #/SF.</li> <li>■ Maximum number of composition roof covers allowed: 2</li> </ul>
3.	<b>Fasteners</b> <ul style="list-style-type: none"> <li>■ Nails or staples must extend at least ¾-inch into or through the sheathing, except where such penetrations would be visible at eaves or porch overhangs.</li> <li>■ Spacing and location of fasteners are to be according to the manufacturer's installation instructions.</li> <li>■ Nail heads must not penetrate but be flush with shingle.</li> </ul>
4.	<b>Flashings</b> <ul style="list-style-type: none"> <li>■ Flashings may be re-used if in good condition.</li> <li>■ Exposed edges of wood sheathing are to be covered with L metal or wood trim.</li> <li>■ Metal flashing and counter-flashing is required at roof-to wall and roof-to-chimney.</li> </ul>
5.	<b>Sheathing</b> <ul style="list-style-type: none"> <li>■ Solid sheathing is required for all roof covering materials, exception- wood shingle and shake.</li> <li>■ Exterior exposed plywood, trims, and fascias shall be rated for exterior use</li> </ul>
6.	<b>Slope Requirements</b> <ul style="list-style-type: none"> <li>■ Composition roof: minimum slope of 2 in 12</li> <li>■ Wood shake roof: minimum slope of 3 in 12</li> <li>■ Interlocking concrete tile roof: minimum slope of 4 in 12</li> </ul>

## APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

As noted, most MEP permits do not require plans or other materials to be submitted, unless otherwise specified. **However, every application must include a signed Acknowledgment Statement** (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures. All Application Materials must be submitted **electronically** in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names. Please also ensure that the Plans, if required, **are combined into a single PDF file** (where applicable). Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Acknowledgment Statement	■ Acknowledgment Statement
■ <a href="#">Owner-Builder Disclosure Forms</a> (if applicable)	■ Owner-Builder Form
■ Plans (if applicable)	■ Plans
■ Other Materials (if applicable)	■ Describe Material <i>Example: Roofing Specs</i>

## APPLICATION FEES

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. 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](#).



**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**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**