



**CITY OF CAMPBELL**  
Community Development Department

**SIMPLE CONSTRUCTION (PART I)**  
**BUILDING APPLICATION GUIDE**

(Download at <https://bit.ly/simpleappguidepart1>)

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 “simple” construction and installation projects such as:

- Fences, walls, and electric gates (1)
- Accessory Structures (e.g. sheds, outdoor kitchen) (2)
- Swimming Pool/Spa (3)
- Freestanding and Wall Signs (4)
- Standby/Emergency Generator (5)
- Diesel Tank/Dispenser (5)

**Note (1):** Fences taller than 7-feet, walls taller than 3-feet, and all electric gates require a building permit. **In addition,** fences, walls, and gates over 6-feet in height, and those not consistent with the standards provided in [CMC Sec. 21.18.060](#) require prior approval of a Fence Exception through the Planning Division. Please refer to the Minor Applications and Requests Planning Application Checklist (<http://bit.ly/minorappchecklist>).

**Note (2):** Accessory structures under 120 square-feet **without** electrical, plumbing, or mechanical utilities **do not** require a building permit. However, all accessory structures must comply with the development standards provided in [CMC Sec. 21.36.020](#). For sunrooms, patio covers, and new porches, please refer to the Single-Family Residential Remodel Building Application Guide (see <https://bit.ly/resremodelappguide>).

**Note (3):** Please refer to the Swimming Pool Handout (<https://bit.ly/poolhandout>) for applicable code standards.

**Note (4):** Installation of new signs requires prior approval of a Sign Permit through the Planning Division. Please refer to the Sign Permit Planning Application Checklist (<http://bit.ly/signpermitchecklist>).

**Note (5):** Installation of generators, diesel tanks, and similar equipment may require prior approval of a land use permit. Please contact the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov) prior to

**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.

## 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](#) 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.

## 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., “Acc. Structure/Pools,” “Fences/Walls/Gates,” “Signs (All Types),” and “Generators/Diesel Tanks”). 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	ACC. STRUCTURES/POOLS	FENCES/WALLS/GATES	SIGNS (ALL TYPES)	GENERATORS/DIESEL TANKS
<b>Plan Sheets</b> <i>(provide as a single document)</i>					
1.	<b>Cover Sheet</b> <ul style="list-style-type: none"> <li>■ Project site address, APN, zoning district, project title, scope of work (e.g. wall sign, fence), business name (if applicable), property owner name, terms of construction, sheet index, legend, and vicinity map;</li> <li>■ Reserved area for City date and approval stamps (two 2”x 3” boxes);</li> <li>■ Project data table including lot size, floor area ratio (FAR), building lot coverage, existing/proposed building square-footage (for each floor and in total), building heights, and building setbacks (all sides and all floors);</li> <li>■ <b>Note (1):</b> Required for accessory structures only.</li> <li>■ Identification of service providers: San Jose Water Company, Pacific Gas and Electric (PG&amp;E), West Valley Sanitation District, and West Valley Collection and Recycling;</li> <li>■ Indicate that “No product may be used that exceeds California’s maximum limits on Volatile Organic Compounds (VOC)”;</li> <li>■ 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”.</li> </ul>	Y <sup>1</sup>	Y	Y	Y
2.	<b>Site Plan</b> <ul style="list-style-type: none"> <li>■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);</li> <li>■ <a href="#">Recorded and/or proposed easements</a> with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated;</li> <li>■ Driveways, interior walkways, pathways, adjacent public sidewalks, parking spaces, decks, drive-aisles, and other paved surfaces (as applicable);</li> </ul>	Y	Y	Y <sup>1</sup>	Y

#	<p style="text-align: center;"><b>REQUIRED APPLICATION MATERIALS CHECKLIST</b></p>	ACC. STRUCTURES/POOLS	FENCES/WALLS/GATES	SIGNS (ALL TYPES)	GENERATORS/DIESEL TANKS
	<ul style="list-style-type: none"> <li>■ Existing landscaped areas, including trees showing size (DBH) and drip-line;</li> <li>■ Existing and proposed structures/equipment (e.g., shed, sign, pool, pump, heater, generator) showing dimensions, setbacks from property lines, and distances between other structures and equipment, as applicable;</li> </ul> <p><b>Note (1):</b> For wall signs, also depict the location of the subject tenant space and which wall(s) of the tenant space(s) the sign(s) will be installed on.</p> <ul style="list-style-type: none"> <li>■ Location, height, and material(s) of existing and/or proposed fences, walls, and/or gates, including fences required to secure a swimming pole;</li> <li>■ Line-of-sight vision triangle measurement(s) for driveway(s) and intersection corner(s) for driveway gates and freestanding signs at a driveway/corner.</li> </ul>	Y	Y	Y <sup>1</sup>	Y
3.	<p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>■ Layout of proposed accessory structure, including walls, doors, windows and rooms with scaled dimensions;</li> <li>■ All functional components of the accessory structure, including appliances, and fixtures (sinks, toilets, etc.);</li> <li>■ Any interior mechanical equipment (water heaters, AC).</li> </ul> <p><b>Note (1):</b> Only required for accessory structures with an enclosed interior volume (i.e., not for trellises, outdoor kitchens, etc.).</p>	Y <sup>1</sup>	N	N	N
4.	<p><b>Roof Plan</b></p> <ul style="list-style-type: none"> <li>■ Roof slope(s) and direction;</li> <li>■ Location of rooftop vents, skylights, etc.;</li> <li>■ Roofing material(s) and color(s), indicating manufacture(s) and project name(s).</li> </ul> <p><b>Note (1):</b> Only required for accessory structures with a solid roof (i.e., not for uncovered outdoor kitchens, trellises, etc.).</p>	Y <sup>1</sup>	N	N	N
5.	<p><b>Building Elevations</b></p> <ul style="list-style-type: none"> <li>■ Unobscured grayscale hardline architectural depictions of all sides of the proposed structures;</li> <li>■ Maximum structure height, "<a href="#">wall heights</a>," and finish floor height, as measured from adjacent finish grade;</li> </ul> <p><b>Note (1):</b> For wall signs, also include the length of the subject tenant space, total building length, fascia height, parapet height; height from grade to the bottom of the sign; and height from grade to the uppermost portion of the sign.</p> <ul style="list-style-type: none"> <li>■ All exterior materials and associated colors, including roofing roof eaves, wall cladding, doors, windows, trim, sills, and railings.</li> </ul> <p><b>Note (2):</b> Accessory structures must be architecturally compatible with the main house in terms of design, color and materials.</p>	Y <sup>2</sup>	N	Y <sup>1</sup>	N
6.	<p><b>Detail Drawings</b></p> <ul style="list-style-type: none"> <li>■ Depiction of a proposed fence/wall ("typical" section), gate, sign, generator, or diesel tank, in both front and profile (cross-section) views;</li> <li>■ Height, width, and depth measurements;</li> </ul> <p><b>Note (1):</b> For signs, including sign height/length, letter height/length, and total sign area dimensions.</p> <ul style="list-style-type: none"> <li>■ All exterior materials, colors, connection points, brackets, supports, etc;</li> </ul>	Y	Y	Y <sup>1</sup>	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	ACC. STRUCTURES/POOLS	FENCES/WALLS/GATES	SIGNS (ALL TYPES)	GENERATORS/DIESEL TANKS
7.	<b>Mechanical, Plumbing, and/or Electrical (MEP) Plans</b> ( <i>as applicable</i> ) <ul style="list-style-type: none"> <li>■ Location of HVAC, pump, filtering, etc., equipment, noting BTU/HR output;</li> <li>■ Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels;</li> <li>■ Locations of plumbing fixtures, listing all required dimensions;</li> <li>■ 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.</li> </ul> <b>Note (1):</b> As applicable to show proposed utilities serving a swimming pool, accessory structure, electric gate, lighted sign, generator, or diesel tank.	Y <sup>1</sup>	Y <sup>1</sup>	Y <sup>1</sup>	Y <sup>1</sup>
8.	<b>Structural Plans</b> for all structural elements of the swimming pool, including rebar placement and size, gunite thickness, piping placement, etc. <b>Note (1):</b> For swimming pools and spas only.	Y <sup>1</sup>	N	N	N
<b>Additional Items</b> ( <i>provide as separate documents</i> )					
9.	<b>Manufacturer Specifications Sheets</b> providing technical details and installation instructions for all equipment (e.g., generator, pumps, filters) as applicable.	Y	N	N	Y
10.	<b>Title 24 Energy Report/Calculations</b> , documenting compliance with California Title 24 energy standards.	Y	Y	Y	Y
11.	<u><a href="https://bit.ly/ownerbuilderform">Owner-Builder Disclosure Forms</a></u> , signed by the property owner (an individual person, not an LLC) (see <a href="https://bit.ly/ownerbuilderform">https://bit.ly/ownerbuilderform</a> ). <b>Note (1):</b> Unless a property owner wishes to act as an “owner builder”.	N <sup>1</sup>	N <sup>1</sup>	N	N
12.	<b>Acknowledgment Statement</b> (see last page of this Guide) stipulating to certain public record, copyright, and other legal obligations and disclosures.	Y	Y	Y	Y
13.	<b>Applicant Response Letter</b> providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).	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);
- 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 all 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)
■ Manufacturer Specifications	■ Manufacturer Specs. – Equipment Name (Sub. 1) <i>Example: Manufacturer Specs – Generator (Sub. 1)</i>	N/A
■ Title 24 Energy Report/Calculations	■ Title 24 Report (Sub. 1)	■ Title 24 Report (Rev. 1 – Scope)
■ Owner-Builder Disclosure Forms	■ Owner-Building Form (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:

- **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.
- **Pacific Gas and Electric (PG&E)** review and approval is required for service installations, changes and/or relocations, which may require substantial scheduling time and can cause significant delays in the approval process. Please visit [PG&E’s customer service website](#) to find the appropriate contact phone number.

## 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-checker 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 other subsequence reviews. However, permits for accessory structures, fences, and wall signs 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**

<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):**