



CITY OF CAMPBELL
Community Development Department

SIMPLE CONSTRUCTION (PART II)
BUILDING APPLICATION GUIDE

(Download at <https://bit.ly/simpleappguidepart2>)

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 “simple” construction and installation projects such as:

- **Rooftop Photovoltaic (PV) System (1)**
- **Carport w/ Integrated Photovoltaic (PV) System (1)(2)**
- **Rooftop/Façade-Mounted Wireless Telecommunications Facility (new or alteration) (2)**
- **Existing Facility Request (EFR) to Modify a Wireless Telecommunications Facility (any type) (3)**
- **Electric Vehicle (EV) Charger (4)**
- **Energy Storage System (ESS) (i.e., battery storage system) (5)**

Note (1): Refer to the Photovoltaic (PV) System Handout (see <https://bit.ly/pvhandout>) for applicable code standards.

Note (2): These improvements may require prior approval of a land use permit through the Planning Division. 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.

Note (3): Existing Facility Requests (EFR) require *concurrent* submittal of a Zoning Clearance through the Planning Division. Please see the Wireless Telecommunications Planning Application Checklist for further information (see <http://bit.ly/wirelesstelecomchecklist>).

Note (4): Refer to the Electric Vehicle (EV) Charger Handout (see <https://bit.ly/evhandout>) for applicable code standards.

Note (5): Refer to the Energy Storage System (ESS) Handout (see <https://bit.ly/esshandout>) for applicable code standards.

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.

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., "PV System," "EV Charger," "Energy Storage System," and "Wireless Telecom"). 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	PV SYSTEM	EV CHARGER	ENERGY STORAGE	WIRELESS TELECOM
Plan Sheets <i>(provide as a single document)</i>					
1.	<p>Cover Sheet</p> <ul style="list-style-type: none"> ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes); ■ Project data table including lot size, building heights, and building setbacks (all sides and all floors); <p>Note (1): For energy storage systems (ESS), also provide a table with the quantities and types of ESS, manufacturer's specifications, ratings, and listings of ESS, and details on energy management system.</p> <p>Note (2): 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> <ul style="list-style-type: none"> ■ 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"; ■ 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. 	Y	Y	Y ¹	Y ²
2.	<p>Conditions of Approval printed in full as an entire plan-sheet.</p> <p>Note (1): Only required if your project was subject to a land use permit.</p>	Y ¹	N	N	Y ¹
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); ■ Driveways, interior walkways, pathways, adjacent public sidewalks, parking spaces, decks, drive-aisles, and other paved surfaces (as applicable); ■ Existing structures/equipment showing dimensions of each structure, setbacks from property lines, and distances between other structures; identify all exterior doors and windows; ■ Location of the new EV/PV/ESS/Wireless equipment, indicating whether floor-, wall-, or roof-mounted; ■ Any other associated mechanical equipment (i.e., generator); ■ All equipment that is to be interconnected with the EV charger or ESS, including but not limited to existing utility service, existing sub-panel, indicating what equipment is existing and new; 	Y	Y	Y	Y ¹

#	REQUIRED APPLICATION MATERIALS CHECKLIST	PV SYSTEM	EV CHARGER	ENERGY STORAGE	WIRELESS TELECOM
	<ul style="list-style-type: none"> ■ Required working clearances for new electrical equipment; ■ All existing and proposed utility runs and points of contact; ■ Location and content of signage; ■ Physical clearances from combustibles; ■ Method of protection from physical damage for ground-mounted equipment (e.g., bollards); ■ Location and/or method of rapid shutdown initiation of the ESS, when integrated with a PV system (if applicable). Conduit/cable routing of battery storage system, PV, and related circuits. ■ Depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities including legal boundaries of the leased, licensed or owned area surrounding the proposed facility and any associated access or utility easements; <p>Note (1): Only for wireless telecommunications systems with ground-mounted equipment.</p>	Y	Y	Y	Y ¹
4.	<p>Floor Plan</p> <ul style="list-style-type: none"> ■ Layout of the garage where the EV charger or ESS will be installed, including walls, doors, windows, benches/countertops, cabinetry, with scaled dimensions; ■ Any existing appliances or mechanical equipment (washer/dryer, hot water heater); ■ Location of the new EV charger or ESS, indicating whether floor or wall mounted; ■ All equipment that is to be interconnected with the vehicle charger or battery system including but not limited to existing utility service, existing sub-panel, and indicating existing and ad new equipment; <ul style="list-style-type: none"> ■ Required working clearances for new electrical equipment; ■ Location and content of signage; ■ Physical clearances from combustibles; ■ Method of protection from physical damage for battery storage system (e.g., bollards); ■ Location and/or method of rapid shutdown initiation of the ESS, when integrated with a PV system (if applicable). Conduit/cable routing of battery storage system, PV, and related circuits. <p>Note (1): Only required for <i>interior</i> EV chargers and ESS installations.</p>	N	Y ¹	Y ¹	N
5.	<p>Roof Plan</p> <ul style="list-style-type: none"> ■ Roof slope(s) and direction; ■ Location of rooftop vents, skylights, etc.; ■ Roofing material with fire classification; ■ Location and total coverage (area) of PV array (or antennas); ■ Partial roof framing details indicating size and spans of framing members that support the PV system (or wireless system); ■ Method of waterproofing and flashing; ■ Adequate access and pathways based on the Solar Photovoltaic Installation Guide by the State Fire Marshal’s Office and CalFire; ■ Attachment details indicating attachment of PV modules (or antennas) to roof framing. <p>Note (1): Only required for rooftop and carport PV systems and rooftop wireless telecommunications facilities.</p>	Y ¹	N	N	Y ¹

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6.	<p>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; Note (1): For wireless telecommunication facilities, also show <i>existing</i> and <i>proposed</i> transmission equipment, specifically indicating height and width measurements. ■ Delineation between existing and proposed buildings and transmission equipment (if applicable) through use of lines, shading, and/or notes; ■ Maximum structure height and finish floor height of each floor as measured from finish grade; ■ All exterior materials and associated colors, including roofing roof eaves, wall cladding, doors, windows, trim, sills, and railings. <p>Note (2): Only required for carport-mounted PV installations.</p> <p>Note (3): For proposed collocations or modifications to <i>towers</i>, the elevations must also depict the physical dimensions of the wireless tower as it existed on February 22, 2012, or as approved if constructed after February 22, 2012. For proposed collocations or modifications to <i>base stations</i>, the plans must include elevations that depict the physical dimensions of the base station as it existed on February 22, 2012, or as approved if constructed after February 22, 2012</p>	Y ²	N	N	Y ^{1,3}
7.	<p>Detail Drawings</p> <ul style="list-style-type: none"> ■ Depiction of the proposed equipment (charger, battery, antenna, RRU) in both front and profile (cross-section) views; ■ Height, width, and depth measurements; ■ All connection points, brackets, supports, etc.; ■ Manufacturer's technical details and specifications. 	Y	Y	Y	Y
8.	<p>Photovoltaic Electric Plan</p> <ul style="list-style-type: none"> ■ Electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kVA rating of system: <ul style="list-style-type: none"> ■ Array wiring identified; ■ Combiner/junction box identified; ■ Equipment grounding specified; ■ Disconnect specified; ■ Inverter specified; ■ System grounding specified. ■ If the existing main panel is 125amps or less, include a household electrical demand worksheet; ■ Identify the point of interconnection with the utility supplied wiring system and provide details on main breaker, PV breaker and rating of bussing; ■ Indicate type and size of all conduit and conductors throughout the PV system. ■ Provide typical detail of signage. Signage should be a phenolic plaque with contrasting colors between the text and background to meet the intent of the code for permanency. No type size is specified, but 20 point (3/8") should be considered the minimum. Warning signs or labels shall comply with 2016 CEC Art. 110.21(B); ■ Identify location of service disconnecting means and PV system disconnect (for PV systems connected to utility services); 	Y	N	N	N

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	<p>Note: Plans must indicate that the inverter disconnects are to be a separate component and serviceable. And, if applicable, plans shall identify the building or area to be served.</p> <ul style="list-style-type: none"> ■ Note that installation of the PV system shall conform to the requirements of 2019 CRC R324.1 through R324.7.2.7 and 2019 CEC Articles 690, 705. 				
9.	<p>Complete Line Diagram and Electrical Calculations</p> <ul style="list-style-type: none"> ■ Grounding and bonding including the ground return path. ■ Method of interconnection; ■ Overcurrent protection method and rating when required; ■ Detailed wiring information for all new circuits, including: <ul style="list-style-type: none"> ■ Conductor size/type; ■ Number of conductors; ■ Conduit size; ■ Conduit type. ■ All disconnecting means; ■ Ratings (voltage, ampacity, environmental, etc.) for new and existing service equipment. ■ Electrical Calculations <ul style="list-style-type: none"> ■ Calculations for sizing of new conductors; ■ Calculations for overcurrent protection ratings; ■ Short circuit current calculations; ■ Open circuit voltage calculations; ■ Calculation for point of connection to service; ■ Load calculations for new panelboards with loads (according to Article 220); ■ Calculations for the system shall include the output voltage of the battery inverters for the system; ■ For emergency systems with an automatic transfer switch; provide calculations demonstrating compliance with the current California Electric Code for the size of the system and the loads it serves per CEC 702.4 <p>Note (1): Please note that a photovoltaic (PV) system with two ESS exceeds the voltage limits under the current Building Code.</p>	N	N	Y ¹	Y
10.	<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. ■ Roof details, including slope, overhangs, hips and gables, flashings and gutters that will ensure water proofing and storm water control; 	N	N	N	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	PV SYSTEM	EV CHARGER	ENERGY STORAGE	WIRELESS TELECOM
Additional Items (provide as separate documents)					
11.	Manufacturer Specifications Sheets providing technical details and installation instructions for all equipment including inverters, transformers, transfer switches, converters, combiners, controllers, generators, antennas, and other similar equipment as applicable.	N	Y	Y	Y
12.	Structural Calculation Report , prepared by a licensed structural engineer.	N	N	N	Y
13.	Title 24 Energy Report/Calculations , documenting compliance with California Title 24 energy standards.	Y	Y	Y	Y
14.	Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, and other legal obligations and disclosures.	Y	Y	Y	Y
15.	Applicant Response Letter 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:

- 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;
- 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;
- 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 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
■ 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)
■ 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](#).

LICENSED CONTRACTOR

Please note that a building permit for a photovoltaic (PV), electric vehicle (EV) charger, or energy storage system (ESS), may only be issued to a contractor with a C-10 (Electrical Contractor) license. A permit cannot be issued to a property owner.

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):