



CITY OF CAMPBELL
Community Development Department

GRADING AND SITE IMPROVEMENTS

BUILDING APPLICATION GUIDE

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

This Building Application Guide (“Guide”) is intended to facilitate the submittal of a building permit application to the City of Campbell Building Inspection Division. Please note that there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvements, demolitions). If you are unsure of which Guide to refer, please visit the Building Application Guide webpage at <https://bit.ly/buildingappguides>. If you need additional assistance, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov, or visit us at City Hall.

TYPICAL JOB TYPES

This Guide is to be used for new grading and/or site improvement projects, including:

- **Grading and Site Improvements (1)**
- **Voluntary Accessibility “ADA” Site Improvements (e.g., parking stalls, paths-of-travel, ramps) (2)**
- **Parking Lot Repaving/Restriping**

Note (1): Grading and Site Improvement plans are submitted in tandem with construction plans for new structures. Please review the New Commercial Construction Building Application Guide (see <https://bit.ly/newcommappguide>) or Single-Family Residential Building Application Guide (see <https://bit.ly/newresappguide>), as applicable for more information.

Note (2): Mandatory disabled accessibility improvements associated with a commercial remodel do not require a separate permit application (see <https://bit.ly/commremodelappguide>).

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at <https://bit.ly/buildingmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Guide should be directed to the Building Inspection Division at (408) 866-2130 or building@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

LAND USE PERMIT APPROVAL

Reconfiguration of existing parking lots, including changes that may be necessary to accommodate accessibility improvements such as new walkways, ramps, paths-of-travel or removal of existing parking stalls, may require prior approval of a land use permit (e.g., Site and Architectural Review Permit). Please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists> or contact the Planning Division at (408) 866-2140 or planning@campbellca.gov for more information. You will generally be unable to apply for a building permit until you have secured Planning Division approval. However, the Building Official may allow submittal of a building permit application prior to a land use permit being approved on an “at-risk” basis in certain circumstances.

DISABLED ACCESSIBILITY

If you are performing voluntary accessibility improvements and/or sealing or restriping an existing parking lot which triggers mandatory accessibility improvements, the City recommends that your plans be reviewed by a Certified Access Specialist (CASp) prior to submitting a permit application. A CASp is a certified professional with knowledge of state and federal construction-related accessibility standards, who will know which standards apply to your property. A licensed architect or engineer may understand how to design or build accessible features, but only a CASp can provide services that assure you of “qualified defendant” status in a construction-related accessibility lawsuit. This qualified defendant status is only provided if a CASp inspects your existing facility and provides a report, and you agree to abide to a schedule of improvements toward compliance before a claim is filed against you. For further information, please visit the [Division of the State Architect](#).

C.3 STORMWATER PROTECTION REQUIREMENTS

As authorized by the Federal Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) requires that the City impose certain stormwater management requirements based on the quantity of new and/or replaced impervious surfaces. An impervious surface is any surface that cannot be effectively penetrated by water, including buildings, asphalt and concrete paving. Permeable paving underlain with permeable soil or permeable storage material, are not considered impervious surfaces.

If your project was subject to a land use permit, please submit final engineering plans consistent with the preliminary plans approved by the land use permit. If your project is not subject to a land use permit, please review the [City’s stormwater treatment requirements](#) (see <https://bit.ly/c3requirements>) carefully. If the amount of new and/or replaced impervious surfaces exceeds the specified thresholds, you will be required to prepare a [Construction Stormwater Management Plan](#) and submit a completed [Provision C.3 Data Form](#), as specified by this Guide. Please contact the Engineering Division at (408) 866-2150 or publicworks@campbellca.gov for further information.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. A designation of ‘Yes’ or ‘No’ in each row states whether the specific Application Material is required or not for Grading and Site Improvements (“GSI”) or parking repaving/restriping and/or accessibility upgrades (“Parking/ADA”). Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with the specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected.

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI	PARKING/ ADA
Construction Plan Sheets (<i>provide as a single document</i>)			
1.	Coversheet <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); ■ 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”; 	No	Yes
2.	City Standard Cover Sheet completed with project-specific information. DWG and PDF copies of this sheet may be downloaded from this webpage (see https://bit.ly/dpwwdocs).	Yes	No
3.	Blueprint for a Clean Bay standard template sheet providing best management practices for the construction industry. A PDF of this sheet may be downloaded at https://bit.ly/cleanbaynotes .	Yes	Yes
4.	Conditions of Approval printed in full as an entire plan-sheet. Note (1): Unless the project was subject to a land use permit.	Yes	No ¹

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI	PARKING/ ADA
5.	Existing/Demolition Plan providing the information required for the 'Simple Site Plan' or 'Site Improvement Plan' (as applicable), as noted below, depicting current conditions and existing site features to be removed.	Yes	Yes
6.	Construction/Staging Plan depicting a proposed truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, trash piles, containment pools, and <i>on-site</i> construction worker parking.	Yes	No
7.	<p>Simple 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); ■ New and existing (to be retained) primary buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated; ■ Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Vehicle parking stalls with typical stall dimensions including accessible stalls and motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs"; ■ Location, height and materials of all walls and fences, including retaining walls; ■ Location of above/below ground utility wires and piping as well as all meter sizes and locations and equipment; ■ Location of utility equipment and trash/recycling receptacle storage area; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line. <p>Note: If site improvements include rehabilitation of 2,500 square-feet or more of existing landscaping area, you must submit a Landscape Documentation Package (see Item No. 15). If landscaping rehabilitation effects less than 2,500 square-feet of area, your site plan may include landscaping details in compliance with Appendix 'D' of the California Model Water Efficient Landscape Ordinance (MWELO).</p>	No	Yes
8.	<p>Site Improvement 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); ■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated; ■ Driveways, private streets, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" (CalGreen) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks; <p>Note: For residential and mixed-use projects also identify reserved parking stalls (e.g., resident, guest, leasing office, staff) consistent with an approved Parking Management Plan.</p> <ul style="list-style-type: none"> ■ New and existing (to be retained) primary buildings, accessory structures, trellises, etc., showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; 	Yes	No

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI	PARKING/ ADA
	<ul style="list-style-type: none"> ■ Proposed and existing trash (refuse/recycling) enclosure(s); <p>Note: Please review the City's Trash Enclosure Handout (see https://bit.ly/trashenclosuresreq) for an explanation of when a new trash enclosure is required and/or when an existing trash enclosure must be upgraded to meet current standards, as well as for specific design, placement, and technical requirements.</p> <ul style="list-style-type: none"> ■ Location, height and materials of all walls and fences, including retaining walls; ■ General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details. 	Yes	No
9.	<p>Accessibility Plan illustrating accessible paths-of-travel from all building(s) and extending to the public right-of-way, accessible parking stalls, accessible loading areas, trash enclosure, accessible electric vehicle parking, and accessible units (residential and/or mixed-use projects).</p> <p>Note: It is encouraged that the accessibility plan be reviewed by a Certified Access Specialist (CASp) prior to submittal.</p>	Yes	Yes
10.	<p>Accessibility Detail Drawings providing "typical" designs for all proposed disabled accessible features, including parking stalls, ramps, walkways, handrails, and curb-ramps.</p>	Yes	Yes
11.	<p>Grading and Drainage Plans</p> <ul style="list-style-type: none"> ■ <i>Actual</i> (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade; ■ Surveyed property line dimensions and lot size; ■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths; ■ Stormwater controls using gutters, leaders, emitters, retention basins, and/or seepage pits to retain stormwater on-site; ■ Documented square-footages of new impervious/pervious areas; ■ Stated maximum depth and volumes of cut and fill; ■ Cross-sections at property lines; ■ Retaining (masonry) walls showing height and materials. <p>Note: Please reference the City's On-Site Grading Plan Checklist for a detailed plan specifications (see https://bit.ly/dpwchecklist).</p>	Yes	No
12.	<p>Construction Stormwater Management Plan prepared in compliance with the City's Stormwater Treatment requirements</p> <ul style="list-style-type: none"> ■ Location and size of new and replaced impervious surface; ■ Directional surface flow of stormwater runoff; ■ Location of proposed on-site storm drain lines; ■ Type and location of proposed site design measures, source control measures, and stormwater treatment measures; ■ Calculations supporting the sizing of the stormwater treatment facilities. <p>Note (1): Unless the amount of new and/or replaced impervious surfaces exceeds the thresholds specified by the City's stormwater treatment requirements.</p>	Yes	No ¹
13.	<p>Utility Plan/Joint Trench Plan</p> <ul style="list-style-type: none"> ■ Location of all existing and proposed surface and subsurface utilities, including electrical, gas, sanitary sewer, water, and telecommunications, including junction boxes, transformers, catch basins, and manholes; ■ Alignment of a proposed joint trench for subservice utilities; ■ A plan and profile of proposed sanitary and storm water sewers and other utilities, with grades and sizes indicate. 	Yes	No
14.	<p>Erosion Control Plan</p> <ul style="list-style-type: none"> ■ Existing drainage patterns and direction of flow; 	Yes	No

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI	PARKING/ ADA
	<ul style="list-style-type: none"> ■ Locations of all stormwater inlets; ■ Limits of disturbed areas; ■ Areas not to be disturbed and off-limits to construction activity; ■ Location and type of all erosion control measures; ■ Maintenance requirements and schedule for all erosion control measures; ■ Details for all proposed erosion control measures including: Stabilized Construction Entrance, Fiber Roll Installation, Concrete Washout Area(s), Inlet Protection, Stockpile Protection, etc. ■ Erosion Control Point of Contact: Include name and contact information for the person responsible for maintaining erosion and sediment control measures throughout the term of the permit on the EC Plan or on the Cover Sheet; 	Yes	No
15.	<p>Landscape Documentation Package prepared by an authorized and licensed professional in compliance with the noted sections of the California Model Water Efficient Landscape Ordinance (MWELO) (see https://bit.ly/mwelo2015)</p> <ul style="list-style-type: none"> ■ Project Information per Section 492.3; ■ Water Efficient Landscape Worksheet per Section 492.4 (Appendix B) ■ Landscape Design Plan per Section 492.6; ■ Irrigation Design Plan per Section 492.7; ■ Grading Design Plan per Section 492.8; ■ A note indicating: "Soil will be treated per the recommendations of the required of the Soil Management Report per MWELO Section 492.5, following completion of grading and prior to installation of landscaping." ■ A note indicating: "Certificate of Completion and Irrigation Audit will be submitted prior to permit final." <p>Note: Landscaping within stormwater treatment facilities shall comply with Appendix D of the Santa Clara Valley Urban Pollution Prevention Program C.3 Stormwater Handbook (see https://bit.ly/c3handbook). Additionally, landscaping in proximity to a riparian corridor shall comply with the standards specified by the Guidelines and Standards for Land Use Near Streams (see https://bit.ly/streamsgs).</p>	Yes	No
16.	<p>Tree Survey depicting <i>all</i> existing trees (irrespective of size or species), including the center of the trunk and extent of the canopy/drip-line, overlaid on a site plan showing buildings and utilities and noting the proximity of each tree to these features; and an itemized table identifying each tree by number and noting each tree's species (common and scientific names) and size (diameter measured four feet above grade).</p>	Yes	Yes
17.	<p>Tree Removal and Protection Plan incorporating the tree depiction information (i.e., trunk location and canopy/drip-line) and the itemized table, as specified by Item No. 15 (Tree Survey), but also identifying trees to be removed and/or preserved. Protection measure must be consistent with the Campbell Standards for Tree Protection During Construction (see https://bit.ly/treeprotectionreq).</p> <p>Note (1): Only required if soil compaction will occur within the drip-line of on-site trees.</p>	Yes	Yes ¹
<p>Additional Items (provide as separate documents)</p>			
18.	Soils Report , prepared by a registered geotechnical or civil engineer.	Yes	No
19.	Hydrology Study , based on a ten-year storm frequency.	Yes	No
20.	Provision C-3 Data form , as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program (see https://bit.ly/c3dataform).	Yes	Yes
21.	Landscape Information Form , documenting compliance with the California Model Water Efficient Landscape Ordinance (MWELO) (see https://bit.ly/landscapeinfoform).	Yes	Yes
22.	MWELO Worksheet per Section MWELO Sec. 492.4 (Appendix B)	Yes	No

#	REQUIRED APPLICATION MATERIALS CHECKLIST	GSI	PARKING/ ADA
23.	Horticultural Soil Management Report per Section MWEL0 Sec. 492.5 Note (1): To be submitted following the completion of grading.	Yes ¹	No
24.	Preliminary Title Report prepared by a title company registered with the California Department of Insurance .	Yes	No
25.	Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	Yes	Yes
26.	Applicant Response Letter providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).	Yes	Yes

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

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

- Be professionally prepared by a licensed architect and/or engineer;
- Each sheet shall be digitally signed and stamped by the architect and/or engineer;
- Be drawn to a standard architectural and/or engineering scale (e.g., 1/4" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted.
- All sheets shall be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- Incorporate all the required plan sheets, inclusive of all 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 modify the landscaping would be labeled as "Construction Plans – (Rev. 1 – Landscaping)".

REQUIRED FILE NAMING FORMAT		
<i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Revisions <i>(identify the revision number/purpose)</i>
■ Construction Plans	■ Construction Plans (Sub. 1)	■ Construction Plans (Rev. 1 – Scope)
■ Soils Report	■ Soils Report (Sub. 1)	■ Soils Report (Rev. 1 – Scope)
■ Hydrology Study	■ Hydrology Study (Sub. 1)	■ Hydrology Study (Rev. 1 – Scope)

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>
■ Provision C.3 Data Form	■ C.3 Data Form (Sub. 1)	■ C.3 Data Form (Rev. 1 – Scope)
■ Landscaping Information Form	■ Landscape Form (Sub. 1)	N/A
■ MWELO Worksheet	■ MWELO Worksheet (Sub. 1)	N/A
■ Horticultural Soil Management Report	■ Soil Management Report (Sub. 1)	N/A
■ Preliminary Title Report	■ Title Report (Sub. 1)	N/A
■ Acknowledgment Statement	■ Acknowledgment Statement	N/A
■ Applicant Response Letter	■ Response Letter (Sub. 2)	N/A

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 Guide to avoid additional plan-check fees. Please note that the City charges a 4% surcharge fee for all credit/debit card transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

INSPECTIONS

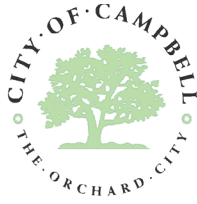
Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the [City's Inspection Handout](#) 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](#).

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):