



## City of Campbell

Building Inspection Division  
Phone: (408) 866-2130

70 North First Street  
Campbell, CA 95008

**This is a sample plan check template that will be used to review a new Conversion into an ADU, application. It contains useful notes and explanations of requirements for design drawings.**

Permit Application#: BLD2022-      Address:

Scope of Project: Conversion of detached garage into Accessory Dwelling Unit (ADU)

Type Permit: Convert detached bldg. into Accessory Dwelling Unit (ADU)

Occupancy: R-3/U    Type Bldg: VB    APN:

### Documents or Actions Requested

<input checked="" type="checkbox"/> Acknowledgement Statement	<input type="checkbox"/> Received
<input type="checkbox"/> Intent to Occupy During Construction	<input type="checkbox"/> Received
<input checked="" type="checkbox"/> West Valley Sanitation District	<input type="checkbox"/> Received
<input checked="" type="checkbox"/> Title-24 Energy Report	<input checked="" type="checkbox"/> Received
<input checked="" type="checkbox"/> Deed restriction	<input type="checkbox"/> Received
<input checked="" type="checkbox"/> Owner/Builder Assumption of Liability	<input type="checkbox"/> Received
<input type="checkbox"/> School District fees (contact Marge @ (408) 871-5102)	<input type="checkbox"/> Paid
<input type="checkbox"/> Park fees	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> New addressing (contact Marge @ (408) 871-5102)	<input type="checkbox"/> Complete
<input type="checkbox"/> Verify the building was constructed under permit	<input type="checkbox"/> Received

an x in this box indicated the requirement is applicable to this project.

A ~~lined out~~ comment usually means that the requirement is in-place and acceptable.

A **bold face** comment usually means the comment was listed on a previous letter.

A **bold face and underlined** comment usually means the comment was listed on more than one previous comment letter.

All of the plans and documents are to be uploaded into your cloud-based project file accessible through your customer portal of My Government Online.org (MGO). When the files are uploaded, we receive a notification that an action has taken place. You may view agency actions and comments through your customer portal.

New for 2023:

Hot water pipes will need pipe insulation

Vapor barrier (VB) shall have a minimum thickness of 10mil

The roof rafters will need insulation as well as the ceiling

Wall outlets and switches shall be placed min 15” max 48” from finished floor (AFF)

All bathrooms shall receive 2x continuous blocking for the future installation of grab bars  
There are to be no sewage ejector pumps used for home or ADU sewage disposal  
There are to be no two way cleanouts, use double combo fittings or Texas two way

## Building, Structural, & T-24 Energy

1. The cover sheet shall include:
  - a. Legal job address and APN (assessor's parcel number)
  - b. Name, address, phone, **email** of owner, architect, engineer, and designer
  - c. Applicable building codes including, Campbell's Municipal Code
  - d. Type of construction (VB), occupancy classification for single family home (R-3/U)
  - e. Date of drawings
  - f. **A Drawing Index**
  - g. State if the main home has a NFPA 13D fire sprinkler system in place.
  - h. **A Deferred Submittal** heading
  - i. *Construction hours shall be 8-5 M-F, 9-4 Saturdays, No Work Sundays or Holidays*
  - j. Add notation per Cal Green 4.50: *There shall be no use of products, materials, paints, solvents, primers, caulks, or glues that exceeds California's limit on Volatile Organic Compounds (VOC)*
  - k. Add notation per R408.5: *All construction debris shall be removed from the crawlspace and attic areas*
  - l. Add Notion per CFC 505: *Address numbers shall be a minimum of 4" high, 1/2" wide, placed visible from the street*
  - m. Add notation per R401.3: *Finish grade shall be 5% away from foundation and have sufficient slope to retain storm water on-site and not to flow to the neighbor's property or to the street.*
  - n. Add notation: *This project will require that a surveyor approve the foundation forms in terms of setback accuracy and floor level heights prior to placing concrete. Language for the letter must be as written as per Campbell's surveyor handout available through the Building Department.*
  - o. The original size of the permitted shop was \_\_\_\_ sf. The Floor area table on the cover sheet states \_\_\_\_\_. At some point in time there could have been an illegal addition. Align the sizing.
  - p. The Scope is an important element of the design drawings. If the scope does not completely list the indented work for the project and the discrepancy is discovered during a site inspection, a resubmittal, revision, and/or a re-definition of the type project may be required. These actions will create a "STOP WORK" until the documents align with the site and additional fees are paid. Review the Scope and edit if necessary. Consider including:
  - q. *Add this statement to the cover sheet*  
**Waste Management Statement**  
*Construction wash-out water from concrete, mortar, tile, taping, and painting shall be done in a portable containment pool or in a lined evaporative pit. Wash-out shall not enter the street, neighboring property, or the storm water system.*

*Trash piles shall not be located in the front yard or visible from the street. Trash piles shall not contain: paints, solvents, glues, taping compound, food products, or easily recycle-able discards such as bottles, cans, plastics, or paper. Remaining trash shall be limited to concrete, wood, drywall, roofing, and assorted metals and shall be covered with*

a waterproof tarp. Trash shall be separated at an approved bay area disposal site such as Guadalupe Recycling. All trash is to be quickly hauled off site. Retain and upload disposal receipts into your **Green Halo** project account. Proof of recycle and disposal of the job site trash must be approved and signed off prior to final inspection and issue of a Certificate of Occupancy.

2. The Site/Plat/Plot Plan shall include:

- a. Building location with all setback distances to property lines.
- b. Show all exterior appliances.
- c. Show all trees.
- d. Show all hard surface driveways and walkways.
- e. Show any hot tubs, garden sheds, or detached structures.
- f. Show the ADU's water retention plan that will be in place upon construction completion to comply with CGBS Section 4.106.2. Show roof gutters and downspouts that connect to subsurface drain pipes that terminate into drywells or pop-up emitters or retention basins located in the middle of the front and/or back yards. The plan must clearly identify the actions necessary to retain all storm waters on site and not to flow to the public storm system or neighboring properties. Splash blocks are only allowed in areas 12 feet away from the property line and the flow is directed towards the center of the front or back yards.
- g. Show the location and size of the electric panel/meter on the main home and state if the service wires are overhead or underground. Show the general location of those service wires. Show how the electricity will travel from the main home into the ADU, including the size of the wires, the conduit and the burial depth. Show the size and the location of the ADU sub-panel. The clearances for the sub-panel shall be 30" left/right and 36" in front and may not be placed in a clothes closet.
- h. Show the approximate size and location and type of the sewer pipe, show any existing or new cleanouts or backflow prevention devices required by West Valley Sanitation District (WVSD).
- i. Show the location of the main water meter at the street and how that pipe travels to the main home. Show where the connection will be to water-up the ADU, specifying the type pipe, size and location and burial. Show the shut off valve upon entering the ADU. If the ADU is required by the Fire Department to receive a fire sprinkler system, both the sprinkler system and the domestic water must be controlled by one main valve, show that valve along with a requirement to provide freeze protection.
- j. If natural gas will be used in the ADU, show the location of the main house gas meter and any new gas piping, location, size, type, and burial depth, and a valve upon entering the ADU.
- k. All utility lines may share the same trench; Identify all types and sizing and burial depth of piping (PVC conduit- 18") (PVC gas w/ tracer wire-18") (PVC or Type L water- 12") (ABS sewer- no depth requirement).
- l. Add this note to the Site plan: *A detached ADU may not use a sewage ejector to flow the waste but rather a gravity slope to the sewer main lateral. If the main home has a back flow device, the ADU would connect downstream of the device in order to reduce the potential of flooding the main home with sewage. Clean outs are required: 2 feet from the ADU at the building drain, end of line in the back of the ADU, every 100' distance, or right angle bends.*

3. Minimum room sizing and ceiling height.

4. Add notation per R317.3.1: *Underfloor post, sills on concrete, and exterior deck & stair superstructure shall be of pressure treated lumber; coatings for fastener, post bases, hangars, and connectors in contact with PT shall be H.D. Galvanized, Z-Max, or Stainless Steel, or rated for PT contact. The end nails of the shear wall into the PT plate need to be H.D. Galvanized.*
5. Vapor barrier (VB) shall have a minimum thickness of 10mil
6. If the existing concrete floor does not have a verifiable Vapor Barrier (VB) placed under the concrete slab, Add Notation: *Concrete shall be treated with a durable concrete sealer, applied per manufacture's specifications regarding cleaning, priming, temperature, and application.*
7. Add Notation and edit rafter blocking detail Per Table 302.1 CRC: *Any wall less than 5' from the property line requires a 1-hour fire rating. Any overhang less than 5' but not more than 2' does not req a fire rating but does require solid 2x blocking at the rafter/plate connection and may not have venting. Any overhang less than 2' requires a 1-hour fire rating.*
8. Per Table 302.1(1) Any exterior wall placed less than 5' from the property line will need to be 1hr fire rated. This can be accomplished with exterior stucco and interior 5/8 TypeX gyp. Make the necessary notes on the finish schedule and design.
9. Any slip critical hold down bolting will require special inspection. If applicable, and required by the Engineer of Record (EOR), submit a City of Campbell, signatory complete, special inspection form available through the City website → Handouts.

If the architect or engineer is to act as the special inspector, include notations from CBC 1704A.2.1 authorizing the designer of record as a special inspector on the first structural sheet. If there will be a third party special inspector, download the special inspector form from [www.ci.campbell.ca.us](http://www.ci.campbell.ca.us) and either upload with the needed signatures or include a similar special inspection statement on the structural plan set.

10. Add notation: *Required occupancy separation wall between the home and the ADU shall have provide 1 hour fire separation (1/2 hour if the home has a 13D fire sprinkler system) wall per CBC 420.2 and 708. Construction shall consist of 5/8 Type X on each side and metal electric boxes (16 sq in max) shall not total more than 100 sq in within a 100 sq ft area. Boxes on opposite walls shall have 24" separation. Ceilings below living space shall be 5/8 type X Sheetrock. Door from the dwelling into the garage is to be a solid, air tight and self closing.*
11. Include the standard, Santa Clara Valley Clean-Bay sheet in your plan set downloadable from [www.ci.campbell.ca.us](http://www.ci.campbell.ca.us) website → Community Development → Building and Inspection Division → Handouts and Forms → Templates
12. Each bedroom is to have (2) paths of exit, normally, a door and a window. The window is to be egress compliant: a clear opening of 5.0 sf 1st fl, 5.7 sf 2nd fl, 24" min height, 20" min width, with a clear space opening not to exceed 44" above the finish floor. [ ] Retro sill ht exemption

## Mechanical & Electrical & Plumbing (MEP)

13. Mechanical Electrical & Plumbing: Provide an MEP plan or bundle a floor plan as an FMPEP, or provide separate Mechanical, Electrical, and Plumbing plans, edit the Sheet Index for easy reference location. The plan/s should include:

**All** MEP notations categorized and numbered or lettered

### **Mechanical**

- a. Show the attic and subfloor access.
- b. Show all condensers, exhaust fans, appliances, or fixtures
- c. Show the HVAC system and make note of the type energy to be used, if it is located in the attic it shall comply with Section 904.11 CMC 2019. It shall include a service platform, catwalk to the scuttle, lighting, and 110V power. Weight of the unit and a service tech may exceed the loading of the ceiling unless located under support walls; consider the doubling of ceiling joists that span to support walls below.
- d. Add notation: *Bathrooms require 50 cfm minimum humidity controlled exhaust fans (by fan or switch) ducted to the exterior per R405.6. and be switched separately from lighting systems.*
- e. Add notation (per CEC 150): *Kitchen hood vent to have damper and be ducted to the exterior with smooth wall sheet metal per mfg's installation requirements. Exhaust fan must provide a minimum of 100 cfm.*
- f. Provide a ventilation calculation and specification on the MEP per CRC R408.1 (underfloor) and R806 (attic) as well as access locations and size of scuttle.
- g. Add a notation on the mechanical plan regarding clothes dryer exhaust vent per 504.3 2016 CMC: *The dryer moisture exhaust duct shall not exceed 14' min of 4" dia with a backdraft damper to be metal or moisture rated PVC with a smooth interior surface w/o screws. Duct shall terminate at least 3' from openings into the building.*
- h.

### **Electrical**

- i. Show the attic and subfloor access.
- j. Per Article 250.52 CEC, Identify the panel ground to be either of the following.
  - i. A concrete encased 20' steel rebar (Ufer ground) or
  - ii. (2) 5/8 x 8' diameter copper ground rods spaced 6' apartIf the panel will receive a Ufer ground (presumed to be a better, more reliable ground) add a note on the foundation plan for the *Contractor to place one #4 -20' bar of steel in the lower area of the foundation and bent 90 degrees to extend past the plate line for a bonding attachment.*
- k. Show *A 120V receptacle shall be placed within 3' of a water heater and within 25' of an A/C condenser*
- l. Show (per CRC 314.2.2) *Hardwired smoke detection is required in each bedroom, Combination Smoke and Carbon Monoxide detection is required outside each bedroom and on each floor.*
- m. Add Notation per CEC Art. 406.12 : *All new and replaced duplex receptacles over 66" above the finished floor, shall be listed "tamper-resistant receptacles".*
- n. Wall outlets and switches shall be placed min 15" max 48" from finished floor
- o. Add Notation per Art. 210.12 and 210.8 CEC 2016: *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.
- p. Add Notation: 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.
- i. Exhaust fans shall be switched separately from lighting.
  - ii. Exterior lighting to be controlled by photocell and motion per energy 110.9
  - iii. One fixture in each Bathroom must be controlled by a vacancy sensor.
  - iv. Under cabinet lighting shall be controlled by separate switching.
- a. Kitchen counters shall be served by two 20amp circuits, outlets shall be placed a maximum of 48" apart; so that at no point along the counter will be more than 24" away from an outlet. Islands and peninsula countertops to have at least one outlet.

## Plumbing

- b. Show the attic and subfloor access.
- c. Add Notation: Clothing and dish washing machines shall be fitted with water hammer arrestors.
- d. Show the Water Heater and state the energy used for that water heater, show or note any venting, or platforms, or tank strapping required.
- e. Place this maximum water use per fixture notation on the MEP drawings (from CA civil code sections 1101.1-1101.8)

<u>Fixture</u>	<u>Maximum water use</u>
Water Closet	1.28 gal/flush
Shower Head	1.8 gal/minute
Lavatory Faucet	1.2 gal/minute
Kitchen Faucet	1.8 gal/minute
- q. The fire sprinkler and the domestic water system is limited to one shut-off valve past the meter, show that valve and the water line as it enters the building, add notation: *Provide freeze protection.*
- r. A sewer system will require cleanouts in at least two places, sometimes four. Place this note on the plumbing drawing (MEP).
  - i. Install an end-of-line clean out at the back of the building accessible from the outside.
  - ii. Install a building drain cleanout located at the front of the building.
  - iii. If required by WVSD, install a property line cleanout.
  - iv. Install a cleanout at the intersection of any bend or pipe flow greater than 145 degrees.
  - v. Any two-way cleanouts must be back-to-back combination wye and 1/8 (East Bay or Texas two way cleanouts).
- s. If WVSD is requiring a property line clean-out or a back-flow device, make a large, bold note on the plumbing plan (MEP) and the site plan and show the placement of the device/s. If WVSD requires a backflow protection device and the property has a detached ADU, there will need to be two backflow devices, one for the home and one for the ADU.
- t. If natural gas will be used in the home, show the gas meter location and specify the size, type, crawlspace placement, or burial depth of any new gas piping on the Plumbing plan (MEP). Include a pipe schematic drawing for any new gas appliances.

- u. Add Notation: *All bathrooms shall receive 2x continuous blocking for the future installation of grab bars*
  - v. Add Notation: *There are to be no two way cleanouts, use double combo fittings or Texas two way*
  - w. Hot water pipes will need pipe insulation.
  - x. All bathrooms shall receive 2x continuous blocking for the future installation of grab bars
  - y. There are to be no sewage ejector pumps used for home or ADU sewage disposal
  - z.
14. Submit your drawings and secure an approval letter from West Valley Sanitation District (408) 378-2407. If W.V.S.D. requires “check valve protection and/or a property line cleanout”. Show the approximate sewer line location on the site plan and mark the location and place a boxed note: ***West Valley Sanitation District (W.V.S.D) has required a check valve and a property line cleanout. The sewer line modification will require inspection from WVSD and the City of Campbell.***
15. Quite often, the fire department will request a *Fire Flow Letter* from the water purveyor to verify the capacity and pressure of the water supplied from a local fire hydrant. A typical required fire flow will be a minimum of 1,000 gallons per minute at a pressure of 20 psi. To obtain this letter, contact San Jose Water Company by calling (408) 918-7361 or email [marty.henderson@sjwater.com](mailto:marty.henderson@sjwater.com) to supply the parcel information.



Bob Lennen

Building Official Direct (408) 866-2133 [bobl@campbellca.gov](mailto:bobl@campbellca.gov)

**Encl: Assumption of Liability Form – Please fill out, sign, and return**



## City of Campbell

## Assumption of Liability (ADU)

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Building Inspection Division  
Phone: (408) 866-2130

70 North First Street  
Campbell, CA 95008

Date:

Address:

Permit:

*The legalization of an existing ADU cannot completely guarantee code compliance. In-accessible building elements such as framing, wiring, plumbing and mechanical systems as well as product or workmanship compromises may not be visible or inspectable. It is the intent of the State of California and the City of Campbell to make this ADU's safe for the residents without destructive testing or inspection. The owner of the property takes complete responsibility for the integrity and safety of this building and the occupants within.*

Owner: \_\_\_\_\_

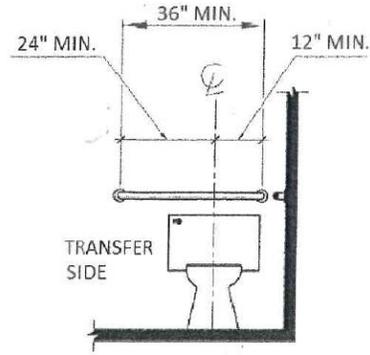
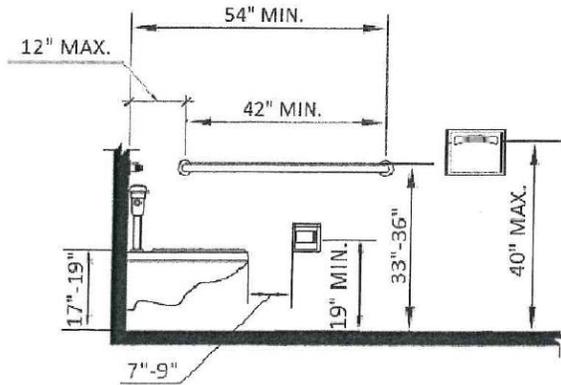
Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Should you have questions, please call,

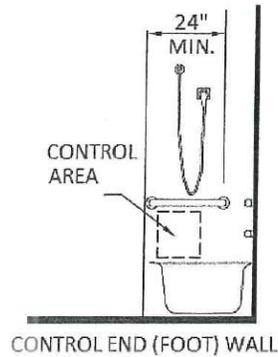
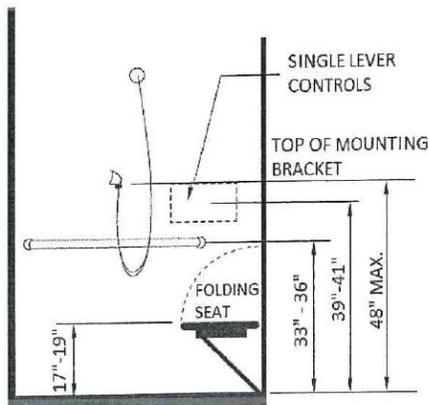
Bob Lennen  
Building Official (408) 866-2133

PER RESIDENTIAL BUILDING CODE R 327.1.1

- \* PROVIDE CONTINUOUS 2X BLOCKING FOR FUTURE GRAB BAR ATTACHMENT
- DOCUMENT THE LOCATION IN THE HOMES O & P MANUAL

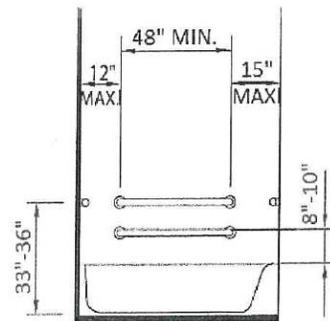
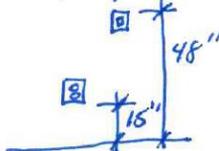


(b) FRONT VIEW



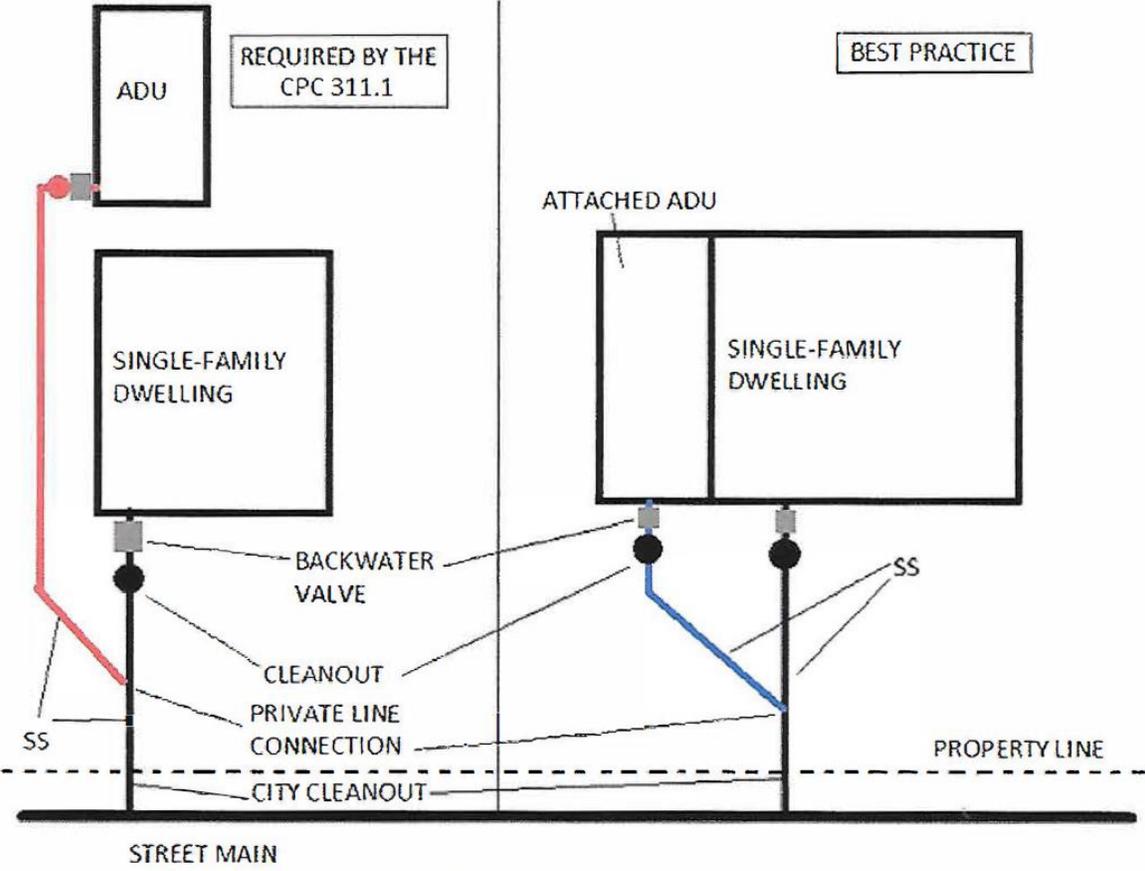
- \* AT LEAST ONE BATHROOM & BEDROOM ON THE ENTRY LEVEL SHALL HAVE A MIN 32" DOOR.

- \* ALL REGULAR WALL OUTLETS



BACK WALL

For detached accessory dwelling unit/attached accessory dwelling unit and accessory structure configuration see Figure # 2 below. The drainage system of each new building and of new work installed in an existing building shall be separate and independent from that of any other building. (CPC 311.1)



-ADU/Accessory Structure When a Backwater Valve is Required

The scope of work being performed for your project requires you to follow the below steps.

Following the below steps will ensure 1) access to your lower building sewer lateral meets standards for District maintenance access, 2) your property is protected from backups in the District sanitary sewer system, 3) proper connection and disconnection to the District sanitary sewer system is being made, and 4) appropriate fees and charges are levied.

## Steps

1

### **Describe Your Work**

Describe your proposed work and submit any and all plan sets showing your proposed work using our **residential related work** form at <https://bit.ly/WVSDResPermitApp>, our **non-residential related work** form at <https://bit.ly/WVSDNon-ResPermitApp>, and if **food service related work** our food service review form at <https://bit.ly/WVSDFoodServiceReview>.



Residential application



Non-residential application



Food service review

2

### **District Reviews Your Scope of Work**

The District will review your scope of work and determine if a District permit is required.

**If no District permit is required**, then a “*No District Permit Required*” letter will be emailed to you typically the **next business day** (after receiving all required scope of work information) for you to deliver to your agency building permit staff.

3

### **District Determines Your Requirements**

**If the District determines a District permit is required**, your work will be analyzed and a field investigation may need to be performed to outline your District requirements. Typically, **three business days** (after receiving all required scope of work information) are needed to issue a District permit. For ADU’s and non-residential use up to **ten to fifteen business days** may be required for issuance of a District permit.

4

### **Pay Fees & Issue Permit**

When you are informed your permit is ready, schedule a counter appointment at <https://bit.ly/WVSDCounterAppointment>. Pay by check (*payable to WVSD*) or cash (*max accepted \$2,000*) and **give your issued District permit copy to your agency building permit staff**. Sample fees are on page 2.



Schedule a permit counter appointment

5

### **Ensure Your District Requirements are Met**

Install all required infrastructure per your District issued permit handouts.



**Sample Fees**

<i>Administration Fee Type</i>	<i>Fee</i>
Permit Processing (requiring no TV inspection)	\$250
Permit Processing (requiring TV inspection)	\$425
Sewer Lateral Disconnection	\$135

<i>Building Use Type</i>	<i>Approximate One-time Fee</i>	<i>Approximate Monthly Sewer Service Charge<sup>1</sup></i>
<b>New or Discovered Residential<sup>2</sup></b>		
Single-Family Residence	\$12,700	\$60
Accessory Dwelling Unit <sup>3</sup>	\$8,100	\$40
<b>New or Discovered Non-Residential<sup>2</sup></b>		
Full Service Restaurant (2,300 sq. ft.)	\$77,000	-
Fast Food Restaurant (1,000 sq. ft.)	\$29,000	-
Coffee Shop (1,500 sq. ft.)	\$14,000	-
Market - Grocery (15,000 sq. ft.)	\$91,000	-
Small Retail Store (1,300 sq. ft.)	\$2,800	-
Office - General (1,800 sq. ft.)	\$7,000	-
Medical Office - Doctors (12,500 sq. ft.)	\$89,000	-

<sup>1</sup> Charges are billed via property tax bill, and non-residential charges are based on prior calendar year potable water usage.

<sup>2</sup> Change in use receives credit for fees paid on previous use.

<sup>3</sup> One-time ADU fee based on the number of plumbing code drainage fixture units, not to exceed the maximum amount shown.