CITY OF CAMPBELL
Community Development Department

Pool & Septic Abatement/Removal Handout

GENERAL INFORMATION

A demolition permit is required for the abatement or abandonment of all concrete tanks or structures, including pools, spas, ponds, septic tanks.

General requirements based on the 2022 California Building Code Section 3303 and Campbell's Municipal Code, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov, or visit us at City Hall.

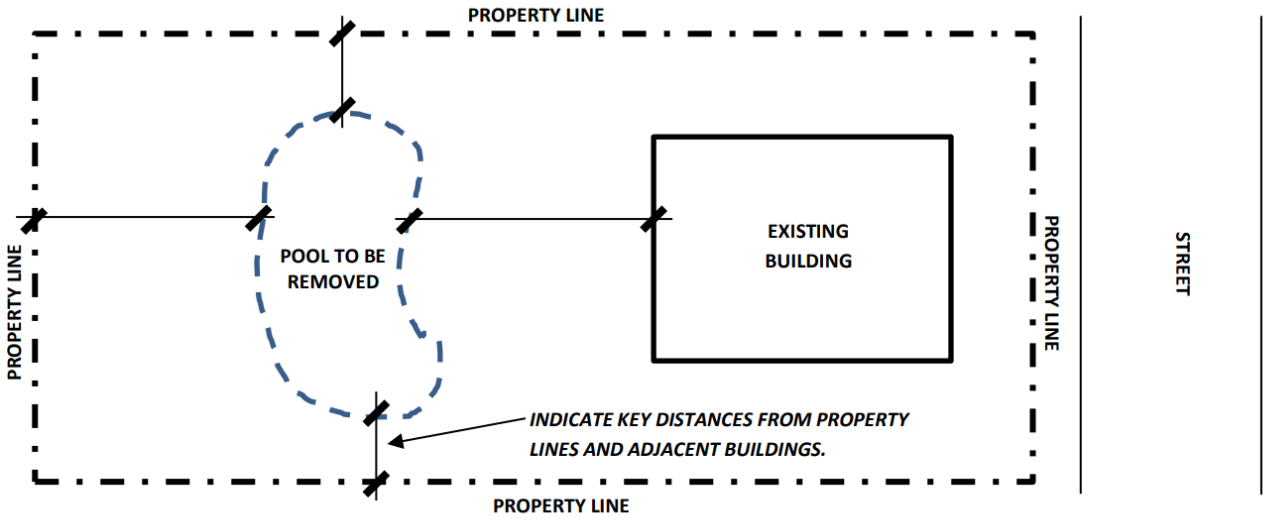
GENERAL REQUIREMENTS – 2022 CALIFORNIA BUILDING CODE

Pool Removal

- All permits are to be applied through MyGovernmentOnline Connect (MGOC), direction how to make the application can be found from Campbell's website, www.campbellca.com.
- The application will require either a site plan drawn to scale, or a Google Earth aerial photograph. The plan will need to show: the property lines, buildings, large trees, and the pools, spas, or ponds. Dimension the buried structure from the property line and/or a building.
- Swimming pools shall be drained to the sanitary sewer. For information on draining pools or spas call West Valley Sanitation District (WVSD) at (408) 378-2407. (see last page).
- If the shell of the pool is to remain, a minimum of four holes (each a minimum one foot in diameter) shall be drilled onto the bottom of the pool floor (one of the holes shall be at the deepest point). The first 3' of the top section of the pool must be removed
- The pool shell shall be filled with concrete chunks small enough to be lifted with one hand (the size of a football) and mixed with dirt/gravel. The top 3' to 4' feet shall be filled with clean fill dirt and compacted with water and the weight of tractor tires.
- If a structure is to be constructed above or near the filled area, geotechnical compaction report/letter prepared by a soil engineer will be required.
- Two inspections are required for pool removals. The in-progress inspection should be scheduled when the holes along the pool floor have been drilled and copping removed before the pool.
- Final inspection to verify the following:
  - All branch circuits feeding the pool equipment removed and abandoned.
  - Gas lines removed and capped off at gas meter location.
  - Pool filled with soil and compacted at 12" intervals.

SAMPLE POOL DEMOLITION PLAN

For the demolition permit, this drawing should be on a standard size sheet and DRAWN TO SCALE. For small residential demolitions, 8.5" x 11" may be acceptable if the drawing is clear.



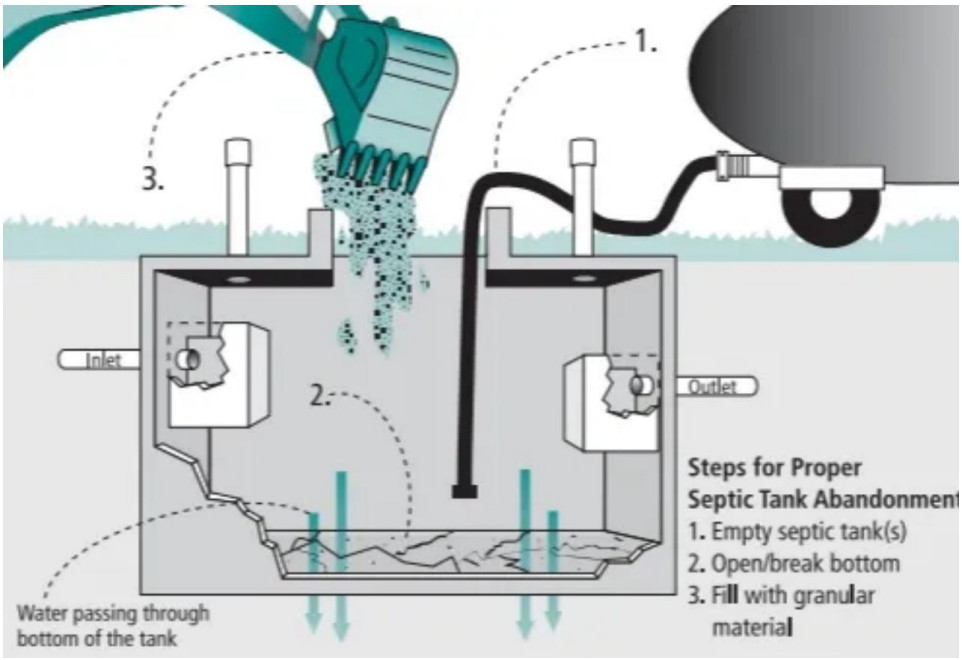




Septic Abatement/Removal

- Two Campbell permits are required. One will be a septic abatement permit under "ABATEMENT/REMOVAL PERMIT" permit type, the other will be a plumbing permit under "GENERAL TRADE PERMITS (MEP)" permit type. All permits are to be applied for through MyGovernmentOnline Connect (MGOC), direction on how to make the application can be found from Campbell's website, www.campbellca.com.
- A West Valley Sanitation District permit is required for sewer connection and may also include a property cleanout and/or backflow prevention devise (see last page).

- **Abandoned Septic Tank**: pump out any existing sewage, break up or remove the lid. Make 3 holes in bottom, and then fill in the tank with small concrete chunks mixed with gravel and dirt to the top of the tank walls.
- The application will require either a site plan drawn to scale, or a Google Earth aerial photograph. The plan will need to show: the property lines, buildings, large trees, and the pools, spas, ponds, or septic tank. Dimension the buried structure from the property line and/or a building.
- Septic tanks shall be pumped, and waste hauled away by a permitted hauler
- Jack a hole in the bottom of the structure, pools- (2) 2'x2', spas- (1) 2'x2', ponds- (1) 2'x2', or septic tank- (2) 1'x1'. Snap a photo of the structure that shows the holes and spray paint the address on the side of the pool or somewhere in the photo. Upload the photos to MyGovernmentOnline Connect (MGOC) case file.
- Jack hammer the top 24" of the structure into small 4-6" chunks and allow the rubble to fall into the structure. Remove as much rebar from the structure as practical. Mix the rubble with ¾" crushed rock. Obtain an in-progress inspection from the City of Campbell.
- Cover the last 36" of the structure with clean fill dirt to match adjacent grade level. Obtain an in-progress inspection from the City of Campbell.
- If a structure is to be constructed above or near the filled area, a geotechnical compaction report/letter prepared by a soils engineer will be required. Upload the report to MyGovernmentOnline Connect (MGOC) case file.
- Two inspections are required for septic removals. The in-progress inspection should be scheduled when the holes along the septic tank floor have been drilled and coping removed before the tank.
- Final inspection to verify the following:
    - All branch circuits and piping feeding the septic equipment removed and abandoned.
    - Tank filled with soil and compacted at 12" intervals with water.



West Valley Sanitation District

Permit Application Information

Rev. 10/15/25

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.

Tel: (408) 385-3050

CONSTRUCTION HOURS

Monday thru Friday 8 A.M. TO 5 P.M.

Saturday 9 A.M. TO 4 P.M.

No construction Sundays & Holidays - Contact the Building Inspection Division at (408) 866-2130. If the construction occurs outside of the office business hours, please contact PD Non-Urgent line at (408) 866-2121.