



Town of Woodside, Building Division  
2955 Woodside Rd.  
Woodside, Ca. 94062  
(650) 851-6796  
[www.woodsideca.gov](http://www.woodsideca.gov)

## Generator Permit Submittal Checklist and Guidelines

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Generator submittal requirements are listed below, please submit the applicable items listed below and include this checklist with your submittal. This handout is designed for the average submittal. Each project is individual, additional submittal requirements and or information may be necessary based on the scope of the project.

### **Submittal Process Guidelines:**

- Apply for Permit via email to [projectmanagers@woodsideca.gov](mailto:projectmanagers@woodsideca.gov). Provide applications and supporting documents in PDF format.
- Include a complete and accurate scope of work. All elements of the project and proposed work shall be included in the written scope of work on the application and title sheet of the plans.
- Generators over 50 hp require an additional permit from Bay Area Air Quality Control District.
- For commercial properties where you are not the owner, provide a letter from the property owner stating that they have reviewed the plans and authorize the work to be performed on their property.

**Plan Requirements:** The Town of Woodside is now accepting digital (electronic) plans and documents for the building permit submittal. Minimum plan size: 11" X 17"; Maximum plan size: 24" X 36".

- Digital plan links shall not be password protected and shall not require an account to be created to access the submittal documents.
- All plan sheets shall be signed by the plan designer.
- Provide a Site Plan, the plans shall include the following details:
  - The location of generator and fuel tank if new, all trenching, setbacks from property line, easements, creeks or streams, topography and other significant features on the property.
  - The transfer switch type & manufacturers information (May require PG&E approval).
  - The color and height of the generator; color should be compatible with existing surroundings.
  - The size and material type of the new or existing pad.
  - Screening Details (landscaping, fencing, etc.).
- Provide the size and amperage, circuits to be energized, subpanels, load calculations and a line diagram. The generators with an automatic transfer switch shall be capable of supplying the full load that is transferred by the automatic transfer equipment per California Electric Code 702.4 (2).
- If you are installing a propane tank, provide specifications (dimensions, color, gallons etc.), anchoring details and show location on site plan.
- Project address and document type shall be the titles for each PDF document.

### **Supporting Documents Required:**

- Manufacture's Installation Manual
- Product Specification Manuals

*I have read the above information and have submitted the required information and documents.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_