



Town of Woodside, Building Division  
2955 Woodside Rd.  
Woodside, Ca. 94062  
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[www.woodsidesidetown.org](http://www.woodsidesidetown.org)

## Submittal Requirements Roof Mounted and Ground Mounted Solar Thermal domestic water and pool heating systems in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for **roof mounted solar thermal heating**. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

This bulletin also contains guidelines for standard time frame review for ground mounted systems.

**\* Minimum plan size is 11"x17" - Minimum font size is 10. \***

1. **Approval Requirements** The following permits are required to install a solar thermal domestic water heating or pool heating system.

Permit fees can be paid by **check or cash (we do not except credit cards)**. If paying by check you will need to **submit 2 separate checks**, one check made out to the **Town of Woodside** and one check made out to **Woodside Fire Protection District**.

- a) Building/Plumbing Permit. The permit fee is based on the current fee schedule <http://www.woodsidesidetown.org/building/fee-schedule>
- b) Archival fee is based on the current fee schedule. <http://www.woodsidesidetown.org/building/fee-schedule>
- c) Planning review is not required on most submittals, except for ground mounted systems. A planning plan check fee will be added to ground mounted systems. This is based on 25% of the building permit fee.
- d) Fire Department approval is required for all roof mounted installations. **The separate check for the fire district should be made out to Woodside Fire Protection District**. Their fee is based on their current fee schedule. <http://www.woodsidesidefire.org/prevention/fee-schedule>

### 2. Submittal Requirements for Roof Mounted Thermal Installations:

- a) **Completed permit application form**. This permit application form can be downloaded at <http://www.woodsidesidetown.org/building/building-permit-application>
- b) **A roof plan showing roof layout**, of the thermal panels, piping and any other equipment being installed on roof.
- c) A floor planning showing the location of the storage tanks and any other equipment being installed.
- d) Complete copy of the current manufactures installation manuals for all equipment, including but not limited to the thermal collectors.

- e) **Completed expedited Structural Criteria** along with required documentation. Structural Criteria can be downloaded at [https://www.woodsidetown.org/sites/default/files/fileattachments/building/page/4291/woodside\\_roof\\_framing\\_final\\_e\\_9-11-15docx.pdf](https://www.woodsidetown.org/sites/default/files/fileattachments/building/page/4291/woodside_roof_framing_final_e_9-11-15docx.pdf)
- For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.**
  - The type of roof covering, roof classification (e.g. class "A") and the number of roof coverings installed.
  - Type of roof framing, size of members and spacing
  - Weight of panels, support locations and method of attachment
  - Framing plan and details for any work necessary to strengthen the existing roof structure
  - Site-specific structural calculations
  - Where an approved racking system is used, provide documentation showing manufacture of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system.

**Plan Review:** Permit applications can be submitted to The Town of Woodside Building Department in person at 2955 Woodside Rd, Woodside, CA 94061 counter hours 8-10am & 1-3pm. All fees are due at time of permit submittal, prior to review of the permit application.

### 3. Submittal Requirements for Ground Mounted Thermal Installations:

- a) **Completed permit application form.** This permit application form can be downloaded at <http://www.woodsidetown.org/building/building-permit-application>
- b) A site plan showing the location of the Thermal collectors, all plumbing lines, expansion tanks and equipment. The site plan shall show distance of equipment and collectors from property line, stream corridor, flood pane, slopes in excess of 35% and all easements. Show required 10ft brush-free around array.
- c) If trees are to be removed as part of the installation, a tree destruction application will be required to be submitted at time of application. The application and the submittal requirements can be found on the Towns website at <http://www.woodsidetown.org/planning/tree-destruction-permit-application>
- d) Provide an elevation showing the height of the system.
- e) Provide elevations and systems: Structural calculations and design for custom built rack systems supporting the array. Installation manuals can be provided in-lieu of structural design for pre-fabricated support racks.

### 4. **Fees:** all fees are due at time of permit submittal. [Building permit review will not take place until fees have been received.](#)

- a) Thermal solar hot water heating. Building permit fee is based on current fee schedule. <http://www.woodsidetown.org/building/fee-schedule>
- b) Archival Fee is based on current fee schedule. <http://www.woodsidetown.org/building/fee-schedule>
- c) Woodside Fire Protection District fee is based on their current fee schedule. Make check payable to Woodside Fire Protection District. <http://www.woodsidefire.org/prevention/fee-schedule>

## 5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. The **Woodside Fire Protection District** shall be called at (650) 851-6206, for their inspection, **prior to scheduling with the Building Department**. On-site building inspections can be scheduled by contacting the Building Department by telephone at (650) 851-6790. Inspection requests received within business hours are typically scheduled within the next 48 hours. If this is not available, inspection should happen within a five-day window.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

**All changes from the Town approved job set of plans shall be submitted to and approved by the Town of Woodside prior to the change being made in the field.**

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of thermal collectors match plans and specification sheets and model number match plans and specification sheets.
- Collectors and components are installed in a neat and workman-like manner.
- Components, including all plumbing are suitable for environment.  
Collectors are fastened and sealed according to attachment detail.

## 6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at [http://www.woodsidetown.org/sites/default/files/fileattachments/woodside\\_roof\\_framing\\_final\\_e\\_9-11-15docx.pdf](http://www.woodsidetown.org/sites/default/files/fileattachments/woodside_roof_framing_final_e_9-11-15docx.pdf)

or contact the Building Department at (650)851-6796.

I have read Submittal Requirements and have provided all required documentation, plans and fees.

Applicant: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_