



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

SUBMITTAL REQUIREMENTS: SWIMMING POOLS AND/OR HOT TUBS

Setback Requirements:

- Pools, spas, & hot tubs are subject to the setbacks required in the zoning district in which they are located

Area Calculation:

- Pool & pool decking count towards the paved area coverage of the lot
- Calculations must be provided on site plan for existing surface area coverage, including, but not limited to:
 - Patios
 - Decks (If 3 feet or less in height)
 - Paved walkways
 - Parking areas
 - Driveways (sections 50'+ away from residence may be excluded)
 - Proposed and existing pool and deck area
 - Tennis courts of any material
 - Gravel, decomposed granite, sand, rubber, bricks, Pavers, concrete, asphalt, or similar materials

Artificial grass Show total paved area coverage on plans

- No pools, spas, or hot tubs are allowed in areas with slopes exceeding 35%, or areas being retained in a Natural State
- Allowable coverage is based on zoning district
- See the Town's Zoning Ordinance for more details

Site Development Requirements:

- Excavations exceeding 4' in vertical depth at their deepest point, fills exceeding 3' vertical depth at their deepest point, measured from the natural ground surface shall require a Site Development Permit.

Pool Barrier Requirements:

- Must comply with the specifications of the California Health and Safety Code, Swimming Pool Safety Act 115920-115929 & section 3109.4 of CBC.
- Must be installed prior to filling & when water is in pool
- A Fence Permit is required if a fence is to be used as the pool barrier.

- A pool cover is required for all new pools per Woodside Municipal Code Section 150.40(1), State Model Efficient Landscape Ordinance (WELo), which reads as follows:
*(1) Section 492.6(a)(2)(D) [of WELo] is modified as follows:
 "Covers are required for outdoor pools and outdoor spas, when not in use, for all new outdoor pools and outdoor spas constructed after the effective date of this ordinance."*

Pool and Spa covers are required per the California Energy Code 110.4

Review Requirements:

- A pool, spa, or hot tub will need public hearing review from the Architectural & Site Review Board or Administrator prior to permit application if the pool, spa, associated lighting, or other portions of the overall project is inconsistent with the Design Evaluation Criteria in the Municipal Code as further expressed by the Residential Design Guidelines as determined by the Planning Director .

- A pool, spa, or hot tub will need public hearing review from the Planning Commission prior to permit application If site grading or pool grading is in excess of 1500 cubic yards.

Permit Requirements:

- Pools, spas, & hot tubs all require a Building Permit
- Where the average grade exceeds 12% or over 100 cubic yards of grading is planned (not including pool excavation), a Site Development Permit is also required

*Supplemental
Information
Requirements:*

- Soils/Geotechnical report:** 4 reports, 2 must be wet stamped and signed by report preparer
- Structural Calculations:** 2 sets of calculations, both wet stamped & signed by engineer. Both must include owners name and project address
- Structural Plans:** See “Plan Set Requirements” below
- Title 24 Energy Element:** Must be included with the two wet-stamped plan sets mentioned below
- Recycling Information:** Tonnage amount of debris/off-haul created by this project
- Anti-Suction Fittings Listings:**
 - **For Pools:** Provide listed main drains (anti-vortex covers)
 - **For Spas/Hot Tubs:** Provide listed anti hair and body entrapment suction fittings. On plans provide the manufacturer and listing report or file number listing by IAPMO, ETL, UL, NSF, etc.

Plan Set Requirements:*

- 5 sets required**
- Blueprints or machine copies only (no pencil marks or paste-on information)
- Add **one** set for **each** following conditions that applies:
 - Pool is intended for fire protection (requires Fire District review)
 - Site is close to septic leach field; 25’ set back required (requires County Environmental Health Department review)
- 2 sets** must be wet stamped & signed by the designer, architect or plan preparer and by structural engineer on pages where his/her work appears.

Plan Requirements:*

- All plans must** show owner's name, project address, designer's name & address
- Structural Plans:**
 - Cross sections in relation to existing and proposed grade
 - Comment on plans that inspection by geotechnical engineer of record must be made after excavation
- Grading/Drainage Plan:**
 - Cut & fill quantities
 - Proposed import/export
 - Existing & proposed contours
 - Spot elevations for drainage/grading
 - Erosion & sedimentation control
 - Benchmark
 - Rim & invert elevations for all drain structures
 - Percent of slopes throughout site
 - Top of wall/bottom of wall & finished grade elevations
 - Cleanouts
 - Energy dissipaters
 - Storm drainage
 - Points of connection for all utilities
 - Pipe size; length; slope & type of pipe
 - Existing & proposed drainage facilities
 - All surface & subsurface systems
 - Details for outfalls & dissipaters
- Site Plan:**
 - All setbacks (building, landslides, fault traces, creeks/streams, etc)
 - Existing & proposed impervious surface and those calculations
 - Existing topography; average slope calculations (excluding areas of 35% grade or more)
 - Total area of site to be developed from natural state
 - Electric/plumbing trenches
 - Trees affected by project
 - Areas of 35% slope or more
 - Existing & proposed septic tanks and fields with elevations
 - **All** easements
 - Trails and/or open space designations
 - Show fence or safety cover that complies with ASTM standards
 - Scale; north arrow
 - Lighting (if applicable)

* indicates that these are **NORMALLY** required by the Town and are provided as guidelines for you to work by

