



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

Wells - Submittal Guidelines

Well Permit 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:

- Contact the Planning Department to determine if the proposed project requires discretionary review from the Planning Department at (650) 851-6796, ext. 2.
- Contact the Public Works Department to determine if the proposed project requires discretionary review from the Planning Department at (650) 851-6796 ext. 3.
- A permit from San Mateo County Office from Environmental Health is also required. You will need to submit directly to the County Health Department. Follow link to submittal requirements for San Mateo County Office of Environmental Health. <https://www.smchealth.org/gpp>
- Apply for Permit via email 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.
- Future work is not allowed on plans. The plans shall only show the proposed work for the current permit application.

Applications Required:

- Building Permit Application
- Site Development Permit Application

Plan Requirements: The Town of Woodside is now accepting digital (electronic) plans and documents for the building permit submittal. Some outside agencies do not accept digital plans, so hard copies may be required. Minimum plan size: 18" X 24"; 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. Digital stamps and signature is acceptable.
- Project address and document type shall be the titles for each PDF document.
- Provide a Site Plan, the plans shall include the following details:
 - The location of all plumbing and electrical trenches on the site plan for the well. Specify the type and size of all plumbing pipes and conduit.
 - Provide the layout for all new or replacement pumping equipment, electrical equipment panels, lighting, and outlets.
 - Identify if the well is to be used for irrigation and / or potable water.
- Holding tank: Tanks greater than 5000 gallons require a permit. Specify if there is to be a tank and the tank size.