



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

Issued Building Permit Requirements

General:

A permit is valid for one-year from the date it was issued. Each passing inspection extends the permit an additional 180 days. A permit is void if work has not begun within one year from the date of issuance. If the permit expires, a reinstatement fee of up to the entire building permit fee may be charged.

Working in Horse Country:

These posters are required to be printed in 11 x 17 format and post at the job site, prior to the start of work. The posters are required to be posted both in English and in Spanish.

Building Inspections:

Inspections can be scheduled by calling the Building Department at 650-851-6790 or email projectmanagers@woodsideca.gov. When scheduling an inspection, provide the property address, permit number, and the inspection type. Please schedule your inspection 72 hours in advance.

Hours of Construction:

Monday-Friday 7:30am-5:30pm, Saturday 8am-1pm and Sunday No Construction Allowed. No construction operations shall not occur on Town observed holidays, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, or Christmas Day.

Determining Department Final Inspections:

Final inspections shall be scheduled and performed with all reviewing departments. To determine which departments need to perform a final inspection; on the left-hand side of the permit card, view the section that lists the reviewing departments, such as, Building, Planning, Geology, Engineering, Woodside Fire Protection District, and San Mateo County Environmental Health. All departments must final prior to scheduling a Building Department Final.

Engineering Department Final Inspection: The following letters shall be submitted to the Town for review by the Engineering Department prior to scheduling of the final inspection.

- A final project review letter shall be submitted by the applicants' geotechnical consultant. The letter shall include the permit number and project address.
- A final project review letter from the Civil Engineer of record shall be submitted to the Town for review.
- All conditions of approval from the Town's Engineering Department shall be completed.

Planning Department Final Inspection: The following letters shall be submitted to the Town for review by the Planning Department prior to scheduling of the final inspection.

- Any required final project review letters from the project's professionals such as, Arborists, Architect, Landscape Architects for WELO and others as noted in the conditions of approval.
- All conditions of approval from the Town's Planning Department shall be completed.

Building Department Final Inspection: The following letters shall be submitted to the Town for review by the Building Department prior to scheduling of the final inspection.

- Special inspections: A final letter from the special inspection agency shall be provided to the Town.
- All conditions of approval from the Town's Building Department shall be completed.

Subcontractors List: A complete list of subcontractors shall be submitted to the Building Department. No final inspection may be scheduled until all licenses have been verified and applied for.

Green Halo Recycling Refund of Deposit: To receive a refund of any recycling deposits (WMC 50.38 Reporting), weight tickets need to be uploaded to your Green Halo account for review. If it is determined that **65%** of the demolition and construction material has been recycled per the receipts provided, the deposit will be refunded to the original payee after the permit has received a final inspection.

Received by: _____ Date: _____

Project Address: _____ Permit #: _____