



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

Building Permit Submittal Checklist and Guidelines

Building 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.
- 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.
- New structures. Plans shall indicate the true building square footage on the permit application and plan set.
- Structures to be demolished. Shall be indicated on the permit application and the plan set.
- Future work is not allowed on plans. The plans shall only show the proposed work for the current permit application.
- Valuation is required for each structure separately. If proposals include an addition and a remodel, the remodel valuation shall be separated out from the addition.
- Determine Fire Sprinkler requirements for proposed new, addition, or remodel structures. Indicate if there is an existing system. Complete the Building Alteration Calculation Form.
- For commercial properties provide a letter from the property owner stating that they have reviewed the plans and authorize the work to be performed on their property.

Applications That May Be Required:

- Building Permit Application
- Site Development Permit Application
- Encroachment Permit Application
- Fence/Gate Permit Application
- Septic System 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 maybe 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.
- Required block space for Town stamps on plans: The lower right corner of cover sheet shall be a 6"x 6" blank space and on all other plan sheets there shall be a 3" x 3". This space shall be provided at the same location on all sheets.
- Project address and document type shall be the titles for each PDF document.
- One full set of plans for the Planning Department if the project proposes an addition or new structure.
- One full set of plans for the San Mateo County Environmental Health Department if the project proposes a percolation test, installation of a new septic system, alteration or demolition of an existing septic system, additional bathroom, or bedroom. The review will not start until an application and fees have been paid to them directly. County Health can be contacted at (650) 372-6200.

Supporting Documents That May Be Required:

- Fire-Safe Checklist
- Green Building Check List
- Energy Calculations
- Building Alteration Calculation Form
- Structural Calculations (digital stamp acceptable)
- Drainage Calculations
- Geotechnical/Soils Reports (digital stamp acceptable)
- Lighting cut sheets
- Arborist report
- Manufacture's Installation Manual
- Product Specification Manuals
- Other _____

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

SIGNATURE: _____ **DATE:** _____