



Town of Woodside, Building Division
2955 Woodside Rd.
Woodside, CA 94062
(650) 851-6796
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Plan Submittal Requirements for New Construction, Additions and Major Remodels

New construction, addition and major remodel plan submittal requirements are listed below. 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:

- New construction often requires preliminary Planning Department review prior to submittal for the building permit. Contact the Planning Department 650-851-6796 ext. 2.
- Building Permit Submittal Checklist: To be included with your submittal package.
- 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.

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 stamp 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 name title for each PDF document.
- One full set of plans for the Planning Department.
- 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.
- New Residences on Undeveloped Property: Provide "will serve" from applicable utility providers. All utility lines to new structures are to be underground. Provide percolation test results for new septic systems that were observed by San Mateo County Environmental Health Department staff are required to be submitted. The plans are required to show the location of those tests along with the lengths and location of septic field lines (primary and expansion fields).
- Site Plan, the plans shall include the minimum following details:
 - Indicate the applicable Codes.

- 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.
- True Square Footage of New Structure and/or addition square footage (this is different from the Planning Department Floor Area Calculations).
- Scale, north arrow, location map, name & address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.
- Accurate property boundaries, easements (utilities, trails, open space, etc.), and adjacent roadways must be identified. Source of survey information is to be noted on the plans.
- Indicate the location and capacity of nearest fire hydrant(s) and/or water tank(s).
- Indicate the location of underground utilities.
- Indicate the location of all existing and proposed utility meters and waterline backflow preventers.
- Indicate the location and size of septic tank and drain field lines, including 100% septic expansion area.
- Existing Topography: delineate any areas of slope greater than 35%. Provide calculation of average slope of the property (excluding those areas with slopes greater than 35%) per Woodside Zoning Ordinance Section 153.415, and total area of site that will be retained in a natural state. Include source and date of topographical information.
- Major natural features: existing trees (show driplines and indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, wetlands, etc. Stream setbacks are also to be shown (50 ft. from center line or 25 ft. from top of bank, whichever distance is greater).
- Geologic features: landslide areas, earthquake fault traces and fault trace setbacks (50 ft. from known trace for habitable structures; 125 ft. from inferred fault trace for habitable structures).
- Floor Area Information: diagram all existing and proposed structures to scale. Indicate setback distances from proposed structures to property lines and/or road easements and/or creek banks. Indicate structures and/or portions of structures to be removed. Provide floor area calculations of each proposed and all existing structures, and provide total floor area proposed for the property, per Woodside Zoning Ordinance Section 153.206.
- Paved Area Information: identify areas of existing and proposed, paved area surfaces including, but not limited to; driveways [principal access portion of driveway(s) greater than 50 feet from the main residence does not count into calculations], patios, decks, walkways, tennis courts, swimming pools/spas, etc. Gravel and similar surfaces count towards paved coverage. Provide a plan that calls out all paved areas along with the itemized calculation. Provide calculations per Woodside Zoning Ordinance Section 153.209.
- Indicate existing and proposed fences, walls, gates, and retaining walls. Provide the distance between the fence and/or gate and the driving surface of the adjacent road. Provide details with fence/wall elevations showing heights and materials.
- Drainage Calculations for new site drainage or alterations of existing drainage systems.
- Existing and proposed drainage facilities: all surface and subsurface systems, outfalls and dissipaters; details of outfalls and dissipaters are normally required.
- Grading Plan: Show existing and proposed contour lines. Show areas of proposed cut and fill indicating quantities in cubic yards of cut and fill, including those specific quantities for building foundation and road excavations. Any discrepancy in cut and fill quantities is to be addressed as import/export material. Include finished grade elevations. Plans to be wet-stamped and signed by plan preparer.
- Horizontal Control Plan: show dimensions, bearings, curve information, stationing, etc. required for laying out locations of all structures and roads. Information shall be sufficient for construction staking. Plans to be wet-stamped and signed by plan preparer.
- Utility, Septic and/or sewer plan: Provide a plan showing the location of the gas, electrical, sewer and/or septic system. If you are on septic go to the San Mateo County Office of Environmental Health for septic system (Tank, leach lines etc.) submittal guidelines and requirements.
<https://www.smchealth.org/landuse>

- Erosion Control Plan: Show erosion control measures to be implemented during the rainy season. Plans to be wet- stamped and signed by plan preparer.
- Floor Area Plan: Show a diagram and table calculating the existing and proposed floor area consistent with the example in the Residential Design Guidelines.
- Floor plans: Scale of 1/8"=1' or 1/4"=1'. Include complete, dimensioned plans for existing and proposed areas. Clearly indicate any walls/elements to be removed and constructed and identify/label uses of rooms.
- Electrical/Plumbing/Mechanical Plans: Include all sheets, calculations, and line diagrams.
- Cross Sections: profile of proposed and existing buildings with relation to existing and proposed grade showing ceiling heights in basements and attics.
- Building Elevations: include all architectural features and building materials and colors. Note plate and ridge heights measured from existing and finished grades.
- Landscape Plan: Show location, size, type, and dripline of existing major trees, and trees to be removed. Show location, size, and type of new proposed trees, shrubs, and groundcovers. Comply with the State Model Water Efficient Landscape Ordinance if applicable.
- Outdoor Lighting Plan: Show location and include cut sheets for all proposed outdoor lighting fixtures (on buildings and within the landscape). All proposed outdoor lighting must comply with Woodside Zoning Ordinance section 153.213 which requires, in part, that fixtures be shielded or hooded.
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- Fire-Design Checklist: Required for all new buildings and remodels.
- Building Alteration Calculation Form: Required for all new buildings and remodels.
- Title 24 Energy Package: Shall be signed by the author and project designer.
- Green Building Mandatory Measures Checklist. Required for all new buildings, additions and remodels increasing the building's area.

Additional Items That May Be Required:

- Supporting Documents: Structural Calculations, Geo/Soils Reports, Energy Calculations, and additional documents listed on the Building Permit Submittal Checklist document to be provided.
- Fire Sprinklers: Please contact Woodside Fire Prevention for submittal requirements.
- New or replacement electrical service: Required to be a separate permit. See handout for submittal requirements.
- Photovoltaic and/ or Battery systems. Required to be a separate permit. See handout for submittal requirements.
- School fees shall be paid to the school district, prior to the issuance of permits. For information on school fees contact the Sequoia Union High School District directly. Phone 650-369-1411.

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

SIGNATURE: _____ **DATE:** _____