



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

Demolition Permit Submittal Checklist

This checklist provides the minimum requirements to allow for the demolition of any structures or portion of a structure. 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:

- Apply for Permit via email to projectmanagers@woodsideca.gov. Provide application and submittal 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.

Plan Requirements: The Town of Woodside is now accepting digital (electronic) plans and documents for the building permit submittal. 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.
- Property address, owner's name, and contact information of the plan preparer
- Provide a Site Plan, the plans shall include the following details:
 - A dimensioned site plan showing all property lines, all existing structures, location of existing buildings, and setback dimensions from the pool to the existing structures and the two closest property lines.
 - Clearly identify structures to be demolished.
 - Topographic contours.
 - Show all existing utilities located in the area of work (water service, sewage disposal system, gas, electric, telephone, cable, and transformers).
 - Show existing trees in the area of work, including diameter, location, species, existing grade at base and driplines. Provide a tree protection plan.
 - Construction staging plan. No materials or containers (including debris boxes) are allowed to be stored in the public right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department.
 - If the area of demolition is not being re-built, please submit a site restoration plan.

Supporting Demolition Documents:

- Provide Bay Area Air Quality Management District "J Number". www.baaqmd.gov
- PCBs in priority building materials screening assessment form is required to accompany all building permit demo applications.

Demolition Requirements for Buildings and structures below grade:

The plan requirements are the same as above. The following additional information is required:

- Site Development Permit:** Is required if any of the following apply:
 - Excavations, fills, stockpiling, or any combination thereof exceeding 100 cubic yards.
 - Fills exceeding three feet in vertical depth at their deepest point, measured from the natural ground surface.
 - Excavations exceeding four feet in vertical depth at their deepest point; or,
 - Excavations, fills, stockpiling, vegetation removal, or any combination thereof exceeding an area of 10,000 sq. ft. or 25% of the site area, whichever is less.
 - Soils report specific to the project prepared by a geotechnical engineer. The plans should reference the report and incorporate any specific geotechnical requirements.

Septic and Sewer Systems Demolition:

- If all fixtures connected to the sewer system are to be removed with the demolition, then the septic tank and leach fields are to be abandoned. The plan should include the statement “A written certification of abandonment is required from the San Mateo County Environmental Health Department prior to final inspection.”
- If all fixtures connected to the sewer system are to be removed with the demolition, then a permit is required from the sewer district and the sewer line shall be properly capped prior to the commence of the deconstruction. The plan should include the statement that the sewer line shall be capped per the specific sewer districts’ requirements.

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

SIGNATURE: _____ **DATE:** _____