



Town of Woodside, Building Division
2955 Woodside Rd.
Woodside, Ca. 94062
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www.woodsideca.gov

Pool and Spa Permit Submittal Checklist

This checklist provides the minimum requirements to allow for the removal of an existing residential swimming pool/spa, that is in a level area, not adjacent to a slope. 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:

- 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: 11" X 17"; Maximum plan size: 36" X 24".

- 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.
- Provide a Site Plan, the plans shall include the following details:
 - Dimensioned site plan showing all property lines, all existing structures, location of existing swimming pool, and setback dimensions from the pool to the existing structures and the two closest property lines.
 - Show all existing and proposed utilities located in the area of work (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines 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.

Demolition Requirements if the pool shell is to remain: Non-Buildable area:

- Provide a minimum of one (1) 60"x60" diameter hole / opening at deepest part of pool.
- Remove top 36" of pool.
- Backfill the remaining pool shell with ¾" maximum size crushed rock from the bottom of the pool to within 24" of finish grade. Gravel shall be packed into place. Clean fill may be added beyond the initial crushed rock backfill.
- OR filter fabric with clear fill compacted to 90%, ATSM D 1557.

- Backfill shall be moistened and tractor rolled or tamped with a wacker compacting plate into place.
- CANNOT use spoils (concrete) for fill – remove to offsite and dispose of appropriately.
- Two inspections are required. The initial inspection is to verify the required drain hole at the bottom of the pool with filter fabric installed. The last and final inspection shall be scheduled after all the work is complete.
- 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.
- Owner agrees the backfill over the existing swimming pool shell may have differential settlement and agree to use the area for landscape purposes only and not use the area for any structural or floor slab support until the pool shell is removed in its entirety and the backfill is certified with 90% compaction.
- Provide a description of what will go in the area of the pool once removed and backfilled, lawn, mulch, patio, etc.

Demolition Requirements if the pool shell is to be removed:

- The plan requirements are the same as above.
- At time of permit submittal, provide a letter from a licensed soils engineer describing the backfill requirements for the pool.
- After permit issuance, the soils engineer shall provide a backfill observation letter and demonstrate that it is accordance with their guidelines and recommendations, that were submitted with permit.
- The pool/spa materials shall be removed offsite and disposed of appropriately.

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

SIGNATURE: _____ **DATE:** _____