



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

Electrical Panel Submittal Checklist

Electrical Panel 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:

- 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:
 - The location of the electrical panel, all trenching, clearance measurements, and attachment details.
 - Show the amps of the new panel.
 - If replacing or relocating, show existing and proposed location.
 - Indicate property boundaries, areas over 35% slope, existing trees (indicate any trees to be removed or affected by trenching).
 - If a pedestal is proposed, provide an elevation detail showing the height, proposed color and any screening.
- Provide a line diagram of all panel locations, grounding systems, size of conductors, conduits and length of feeders.
- Project address and document type shall be the titles for each PDF document.
- Must be a licensed electrical contractor with a valid business license with the Town of Woodside.

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

SIGNATURE: _____ **DATE:** _____