

New Structures including Main Residence, Pool House, Guest House, Barn, Large Remodels including Additional Square Footage

These types of projects involve new structures and/or major remodeling with an additions and/or foundation work and often requires preliminary planning review, prior to submittal for the building permit. Applicants are advised to discuss the project with Staff at the Building/Planning counter before final drawings are developed to determine required reviews. Additionally, all new residences and major development projects require review by the Town's Architectural Site and Review Board (A.S.R.B.) and/or Planning Commission prior to submittal of building permit applications.

- *APPLICATION REVIEW PROCESS*

The length of time between application and issuance of a permit depends on the completeness of submittals, the complexity of the project and the Staff work load. Significant new construction may be reviewed by six to seven different departments, including: Planning, Geology, Engineering, Fire, Health, Building and Recycling Departments. **Projects may be delayed by incomplete or inaccurate information which may require resubmittal(s).** If you have questions about the requirements for your project please do not hesitate to contact the Building/Planning Department Staff prior to submittal.

- *Checking on the Status of a Permit Application-*

Call the Building/Planning Department at 650-851-6796 during phone hours, 8am-11am and 1pm-3:30pm, and have your permit application number available.

A status review letter will be sent to the owner and any associated parties (contractor, architect/designer, engineer, etc.) for projects, noting which departments have approved the application and/or if additional information is required to be submitted to complete the review.

NOTE: If no action is taken by the applicant after the Town has requested, in writing, additional information or clarification in order to continue project review, the application will expire 180 days after such request.

- *When the Permit is ready to be Issue-*

The Owner/Builder or contractor may pick up and sign for the permit. If the contractor is responsible for the permit, a Woodside Business License and/or Workman's Compensation Certificate and a valid California Contractor's License is required. The Contractor's License must be shown to Counter Staff prior to issuance of permit(s). Also, any fees owed (e.g., road impact fees, school district fees, etc.) are to be paid prior to issuance of the permit.

For new structures and additions, the Building Official may request a Pre-Construction meeting prior to releasing the permit to review the required inspections and the procedure for final approval on the project.

- **NUMBER OF PLANS NORMALLY REQUIRED -**

If area is over 250 sq. ft. = 7 sets*

If area is under 250 sq. ft. = 6 sets.*

*Submit one additional set if project impacts septic system (e.g., adds bedrooms; is close to the septic drainfield, etc.).

NOTE: 2 sets are to be wet-stamped/signed by designer or architect or plan preparer and by structural engineer on those pages where his/her work appears.

- **Supplemental information which is normally required –**

Title 24 energy package = 2 sets signed by author and project designer or owner.

NOTE: This is in addition to the CF-1R & MF-1R sheets which must be reproduced on the plans and signed by author and project designer or owner.

Structural calculations = 2 sets wet-stamped and signed by engineer.

Soils or geotechnical report = 4 reports, 2 wet-stamped and signed geotechnical engineer.

NOTE: For project sites located within the Alquist-Priolo Special Study Zone (see Town Geologic Hazards Map), the report should include estimates of seismic ground accelerations. The structural engineer should verify that anticipated accelerations have been considered in the structural design.

FOR NEW RESIDENCES ON UNDEVELOPED PROPERTY: A letter or copy of an application is to be submitted from the water district, the sewer district and PG&E verifying that there is service to the site and that required fees have been paid. All utility lines to new structures are to be underground. Also, percolation test results for new septic systems that were observed by County Environmental Health Dept. staff are to be submitted, and the plans need to show the location of those tests and the lengths and location of septic field lines (primary and expansion fields) and tank.

- **Information normally required on the site plan –**

Accurate property boundaries with adjacent roadways identified. Source of survey information is to be noted on the plans.

Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.

- 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 153.137, and total area of site that will be developed from its natural state. Include source and date of topographical information.
- Easements for ingress/egress, utilities, trails, open space preservation, etc.
- Major natural features: existing trees (indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, 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).
- Location and capacity of nearest fire hydrant(s) and/or water tank(s).
- Location of underground utilities.
- Location and size of septic tank and drainfield lines, including 100% septic expansion area, if required.
- 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 153.047.
- Paved Area Information: identify areas of existing and proposed uncovered, impervious surfaces including: driveways (principle access portion of driveway(s) greater than 50 feet from the main residence does not count), patios, decks, walkways, tennis courts, swimming pools/spas, etc. Provide calculations per Woodside Zoning Ordinance Section 153.056.
- Existing and proposed fences, walls and gates including retaining walls.
- Existing and proposed drainage facilities: all surface and subsurface systems, outfalls and dissipaters; details of outfalls and dissipaters are normally required.

- *Additional plans which may be required-*
 - Grading Plan: show existing and proposed contour lines and 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.
 - Erosion Control Plan: show erosion control measures to be implemented during the rainy season. Plans to be wet-stamped and signed by plan preparer.
 - Landscape Plan: show location, size and type of existing major trees and trees to be removed and proposed.
 - Lighting Plan: Show location and include “cut-sheets” for all proposed outdoor lighting fixtures. All proposed outdoor lighting must comply with Woodside Zoning Ordinance section 153.049 (H) and (I) which requires, in part, that fixtures be shielded or hooded.
- *Building Plans/Elevations-*
 - 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.
 - 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 note plate and ridge heights as measured from existing and finished grades.
 - CF-1R & MF-1R forms, signed by author and designer or owner.
 - Structural Plans: signed and wet-stamped by engineer who prepared plans.

- *Fees- All fees and deposits are to be collected at time of submittal*
 - Building permit and plan check fees are based upon project valuation, based upon square footage, or based upon both, valuation and square footage.
 - A fee and deposit will be collected for Geology review.
 - A Road Impact Fee will be collected based upon valuation of the project.
 - The Town of Woodside has implemented a construction and demolition debris recycling and diversion program in order to reduce landfilled waste by requiring the reuse, recycling or salvage of at least 60% of debris generated by construction and demolition activities. The regulations apply if 1.) the total projected costs of the demolition project is greater than \$10,000 or 2.) the project will generate more than 10 tons of demolition material. A fee of and a deposit are required to be paid prior to the issuance of the demolition permit. The deposit is determined by the Town's Recycling Coordinator based upon estimated ton of debris the project will generate. The deposit will be refunded when it has been shown via weight tickets that 60% of the material has been recycled.