

Remodels Involving no Foundation Work or Addition:

- *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 two to three different staff Departments. **Projects may be delayed by incomplete or inaccurate information which may require resubmittal(s).** Some things to keep in mind if you are going to submit your proposal may involve more departments than listed above. If you are converting a garage area to a bedroom/kitchen/habitable living area, geology and planning department review is required. 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-3:30 pm, 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, 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 plan sets normally required-*
 2 sets. Add 2 more sets for each condition below which applies:
 - Remodel includes foundation work or converts non-habitable space to habitable space.
 - Remodel will result in addition of bedroom(s) to residence being served by a septic system.

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

- *Supplemental information which may be required-*
Title 24 energy package Greg, This should hyperlink to Title 24 information = 2 sets signed by author and project designer or owner. NOTE: This is in addition to the CF-1R & MR-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.

Soil or geotechnical report (for foundation work) = 4 reports, 2 wet-stamped and signed by geotechnical engineer.

- *Information normally required on plans –*
 - Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.
 - 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 plan: show the proposed location of lighting fixtures (interior and exterior), outlets, and electrical panel(s).
 - Interior Elevations: required for cabinetry, window or door size/relocation, etc.

- *Fees- All fees and deposits are to be collected at time of submittal*
 - Building permit and plan check fees are based upon project valuation and will be collected at time of submittal of project.
 - A fee and deposit will be collected for Geology review (if converting non-habitable area into habitable area).

- 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. An administration fee 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.