



BUILDING DIVISION

Community Development Department
2131 Pear Street, Pinole, CA 94564 www.pinole.gov
Phone: (510) 724-8912 Email: BuildingQuestions@pinole.gov

BUILDING PERMIT SUBMITTAL/RESUBMITTAL FORM

Instructions to Applicant: This form must be submitted with each Building Permit application to Pinole, along with each subsequent submittal (i.e., responding to plan check comments). *Note: If your Building Permit has already been issued and you need to apply for changes to an approved permit, use the "Revision to Approved Plans" permit type in e-TRAKiT.*

Provide General Application Information:

Application Information	Plan Review Cycle:	<input type="checkbox"/> 1 st Submittal	<input type="checkbox"/> 2 nd Submittal	<input type="checkbox"/> 3 rd Submittal
		<input type="checkbox"/> 4 th Submittal	<input type="checkbox"/> 5 th Submittal	<input type="checkbox"/> 6 th Submittal
	Today's Date:	Building Code Edition:		<input type="checkbox"/> 2019 <input type="checkbox"/> 2022
	Permit Number: <i>(required for all submittals except initial submittal)</i>	Project Address:		
	Brief Scope of Work:	Applicant Name:		

Indicate which documents you are providing with this plan review cycle:

Document Information	Plans/Maps		
	<input type="checkbox"/> Building Plan(s)	<input type="checkbox"/> Green Building Plan(s)	<input type="checkbox"/> Plumbing Plan(s)
	<input type="checkbox"/> Civil Plan(s)	<input type="checkbox"/> Landscape Plan(s)	<input type="checkbox"/> Site Plan
	<input type="checkbox"/> Electrical Plan(s)	<input type="checkbox"/> Mechanical Plan(s)	<input type="checkbox"/> Title 24 Plan(s)
	<input type="checkbox"/> Grading Plan(s)	<input type="checkbox"/> Parcel / Final Map	<input type="checkbox"/> Other:
	Documents		
	<input type="checkbox"/> Energy Calculations	<input type="checkbox"/> Response to Comments	<input type="checkbox"/> Structural Calculations
	<input type="checkbox"/> ESR Report(s)	<input type="checkbox"/> Soils / Geotech Study	<input type="checkbox"/> Structural Observation
	<input type="checkbox"/> PCB Report	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Waste Management Soil / Foundation Observation
	<input type="checkbox"/> Product Spec Sheets	<input type="checkbox"/> Specifications	<input type="checkbox"/> Other:

Indicate which reviews are required with this plan review cycle:

Reviews Required	Reviews Required		
	<input type="checkbox"/> Structural	<input type="checkbox"/> Non-Structural	<input type="checkbox"/> Setbacks/Coverage
	<input type="checkbox"/> Fire*	<input type="checkbox"/> M/E/P	<input type="checkbox"/> Grading/C3
	<input type="checkbox"/> Landscaping/ Lighting	<input type="checkbox"/> Title 24	Drainage/Frontage Improvements

*City of Pinole coordinates concurrent Contra Costa Fire Protection District (ConFire) review of new buildings, tenant improvements, remodels and additions and some PV and BESS systems. However, permits for Standalone Fire Permits (i.e., fire sprinklers, fire hydrants, alarm systems and deferred submittals must be submitted directly to ConFire. In all cases, ConFire plan review and permit fees are collected by ConFire. Review the "[Additional Building Permitting Requirements](#)" section on the City's website.