



ACCESSORY DWELLING UNIT **SUBMITTAL REQUIREMENTS**

Updated 11/12/2021

To obtain size, parking requirements, setback information, etc. please refer to the [ADU Guideline Handout](#).

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Owner Builder permits require an [Owner / Builder Declaration](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
5. Cover Sheet, Index and Site Plan. Site plan showing all structures on the property, property lines, proposed location for the ADU or JR ADU and setbacks from property lines.
6. Floor plans showing all electrical, plumbing, and mechanical for each level.
7. Foundation plan if applicable.
8. Elevation views of exterior.
9. Framing for floor, walls, roof (include sections with details).
10. Title 24 Documentation.
11. Structural Calculations if applicable.

Email these items to building2@ci.pinole.ca.us.

Fees: Please refer to the [fee schedule](#).

PLEASE NOTE: If constructing a detached ADU, the existing sewer lateral must be inspected with the inspection (video taken at the time of inspection) being submitted to the City of Pinole Public Works Department for review. The [application for review](#) must accompany the video along with the [\\$85.00 review fee](#). Forward the video, application and fee to sewer@ci.pinole.ca.us. If the sewer lateral is found to be defective, the property owner will be required to repair the lateral prior to connecting the detached ADU to the existing sewer lateral. More information can be found on the [Public Works website](#) or by calling staff at (510) 741-2065.