



REROOF PERMIT **SUBMITTAL REQUIREMENTS** Updated 12/17/2020

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. For roofs other than standard composition shingles, provide the manufacturer's installation instructions, the ESRI report, or Listing Documentation.

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

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