



RESIDENTIAL ACCESSORY STRUCTURE **SUBMITTAL REQUIREMENTS**

Updated 03/30/2021

Residential accessory structures are subject to [zoning requirements for lot coverage and setback requirements](#).

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 accessory structure which includes setbacks from property lines and adjoining structures.
6. Floor plans showing any electrical, plumbing, or mechanical to be installed.
7. Foundation plan if applicable.
8. Elevation views of exterior.
9. Framing for floor, walls, roof (include sections with details).
10. Structural details to include framing, hangers, attachments, drywall if installed, etc.
11. Structural Calculations if applicable.
12. Provide Geotechnical Report for structures subject to a surcharge.

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

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