



RESIDENTIAL ADDITION **SUBMITTAL REQUIREMENTS**

Updated 12/29/2020

Residential additions are subject to Administrative Design Review requirements through Planning prior to permit application. To submit for Administrative Design Review, please complete a [Planning application](#) and submit with the required documentation to building2@ci.pinole.ca.us. Once Planning has approved the application, then an application can be made for permit.

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.
12. Provide Two (2) Sets of Geotechnical Reports for additions to residences on a sloped grade, any second story additions and additions over 500 square feet.

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

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