



RESIDENTIAL DRIVEWAY REPLACEMENT **PERMIT SUBMITTAL REQUIREMENTS**

Updated 03/08/2021

The City of Pinole requires permits for driveway replacements as adopted in [Pinole Municipal Code 12.04.020](#). The standards for the driveway (CA20) are those implemented by [Contra Costa County](#).

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. If pulling permit as owner / builder complete the [Owner Builder Acknowledgement form](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
5. Site Plan showing the property and structures served by the driveway as well as the location of the driveway.

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

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