



FIREPLACE INSERT **PERMIT SUBMITTAL REQUIREMENTS**

Updated 12/30/2020

Fireplace inserts and wood burning are governed by the Bay Area Air Quality District. Fireplace inserts must meet certain requirements. For more information, visit the [Bay Area Air Quality Air District website](#).

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. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
4. Drawings with Cover Sheet, Indexing, and Site Plan.
5. Single line diagram of gas line to be installed. If the line serves more than one gas appliance, all appliances served, length of pipe and BTU's need to be provided. Please refer to the [Gas Line Calculation Sizing Handout](#).
6. Manufacturer's specifications / installation instructions.

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

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