



BUILDING DIVISION

Community Development Department
2131 Pear Street, Pinole, CA 94564 www.pinole.gov
Phone: (510) 724-8912 Email: BuildingQuestions@pinole.gov

BUILDING PERMIT SUBMITTAL/RESUBMITTAL FORM

Instructions to Applicant: This form must be submitted with each Building Permit application to Pinole, along with each subsequent submittal (i.e., responding to plan check comments). *Note: If your Building Permit has already been issued and you need to apply for changes to an approved permit, use the "Revision to Approved Plans" permit type in e-TRAKiT.*

Provide General Application Information:

Application Information	Plan Review Cycle:	☐ 1 st Submittal	☐ 2 nd Submittal	☐ 3 rd Submittal
		☐ 4 th Submittal	☐ 5 th Submittal	☐ 6 th Submittal
	Today's Date:		Building Code Edition:	2019 2022 2025 Other
	Permit Number: (required for all submittals except initial submittal)	Project Address:		
	Brief Scope of Work:	Applicant Name:		

Indicate which documents you are providing with this plan review cycle:

Document Information	Plans/Maps	☐ Building Plan(s)	☐ Green Building Plan(s)	☐ Plumbing Plan(s)
		☐ Civil Plan(s)	☐ Landscape Plan(s)	☐ Site Plan
		☐ Electrical Plan(s)	☐ Mechanical Plan(s)	☐ Title 24 Plan(s)
		☐ Grading Plan(s)	☐ Parcel / Final Map	☐ Other:
Document Information	Documents	☐ Energy Calculations	☐ Response to Comments	☐ Structural Calculations
		☐ ESR Report(s)	☐ Soils / Geotech Study	☐ Structural Observation
		☐ PCB Report	☐ Special Inspection	☐ Waste Management Soil / Foundation Observation
		☐ Product Spec Sheets	☐ Specifications	☐ Other:

Indicate which reviews are required with this plan review cycle:

Reviews Required	Reviews Required	☐ Structural	☐ Non-Structural	☐ Setbacks/Coverage
		☐ Fire*	☐ M/E/P	☐ Grading/C3
		☐ Landscaping/ Lighting	☐ Title 24	☐ Drainage/Frontage Improvements

*City of Pinole coordinates concurrent Contra Costa Fire Protection District (ConFire) review of new buildings, tenant improvements, remodels and additions and some PV and BESS systems. However, permits for Standalone Fire Permits (i.e., fire sprinklers, fire hydrants, alarm systems and deferred submittals must be submitted directly to ConFire. In all cases, ConFire plan review and permit fees are collected by ConFire. Review the "[Additional Building Permitting Requirements](#)" section on the City's website.