



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

RESIDENTIAL FIRE PIT CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Prior to starting the paperless permit application, it is highly recommended that the applicant gather the information listed below, failure to include items below will delay the permitting process.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
INSTRUCTIONS & DOCUMENTS	Create a User Account or Login to Salinas Paperless Permits and start a new building permit application
	Download and complete the Resident Cover Sheet Handout
	Plan Set: Signed and Dated, PDF File Containing All Plan Sheets, 8.5" X 11" Minimum
	Manufacturer Specifications and Cut Sheets
	Preparer's Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address and Phone Number
	Scope of Work Identifying all Work Proposed Under this Permit
	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, Street Names, Building Footprint and Roofline with All Projections and Dimensions to Property Lines, Vicinity Map, New and Existing Structures, Fire Access, New and existing Gates, Walls, and Fences, Driveways (Visibility Triangles), Sidewalks (Public Right-of-Way), Easements, Utilities, Meter Locations
	Plumbing Plan, Sizing Calculations or Tables, with Applicable Code References and Requirements Per California Plumbing Code Chapter 12

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

- Planning (831) 758-7206 currplanwebmail@salinas.gov
- Engineering (831) 758-7251 encroachment@salinas.gov
- Fire (831) 758-7466 fireprevention@salinas.gov
- Building (831) 758-7251 epermit@salinas.gov
- Paperless Permit (831) 758-7251 Option 1