



# 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](http://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. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to [epermit@ci.salinas.ca.us](mailto:epermit@ci.salinas.ca.us). Each document should be in PDF format with a label matching those used below.

DOCUMENTS	
<b>GENERAL</b>	Completed <a href="#">Building Permit Application</a>
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 8.5"x11" Minimum)
	Manufacturer Specifications and Cut Sheets
<b>PLANS SHEET</b>	<a href="#">Resident Cover Sheet Handout</a>
	Preparer's Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address, 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 <a href="#">California Plumbing Code Chapter 12</a>

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	758-7206	<a href="mailto:currplanwebmail@ci.salinas.ca.us">currplanwebmail@ci.salinas.ca.us</a>
Engineering	758-7251	<a href="mailto:encroachment@ci.salinas.ca.us">encroachment@ci.salinas.ca.us</a>
Fire	758-7261	<a href="mailto:fireprevention@ci.salinas.ca.us">fireprevention@ci.salinas.ca.us</a>
Building	758-7251	<a href="mailto:epermit@ci.salinas.ca.us">epermit@ci.salinas.ca.us</a>