



125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covina.gov
www.covina.gov

RESIDENTIAL ADDITION Handout #02

The information in this handout provides general guidelines for the City of Covina Residential Addition Remodel permitting process. To obtain complete information for your project, please contact our friendly staff in person or over the phone at

**Planning (626) 384-5450 and/or Building and Safety (626) 384-5460 during business hours
(Monday through Thursday from 7:00 a.m. to 6:00 p.m.).**

What is required if I would like to build an addition to my residence?

As each project is unique and requirements can vary per project, we recommend you first visit the City of Covina Planning Department counter to discuss your particular project. Your project must meet new addition compliance with current zoning codes, design guide lines, set-backs, as well as height and lot coverage restrictions. For every residential addition in the City of Covina, full sets of construction documents are required to be submitted, reviewed, and approved by various city departments before building permit issuance. The City of Covina highly recommends using the services of registered licensed professionals to design and provide all necessary documentation for the submittal and review process. The following construction documents are required: *(See Handout #4 for min submittal requirements)*

- Planning Approvals: Approved CUP SPR, incorporated in plan set
- Site Plan and Plot Plan (slopes and grades)
- Floor Plan (existing and proposed)
- Elevations/ Sections
- Foundation Plan(s),
- Roof and Floor-Framing Plans
- Structural and Construction Details, Cross Sections, Structural Calculations (if required)
- Soils Report Required– NEW detached structures and/or (2nd Story additions)
- Plumbing, Mechanical, and Electrical Plans
- Green Building Forms
- Title 24 Energy Calculations and Forms

Plans must correctly identify and comply with current codes. Provide a statement on the title sheet of the plans indicating the project shall comply with the:

- 2022 California Residential Code (CRC)
- 2022 California Mechanical Code (CMC)
- 2022 California Plumbing Code (CPC)
- 2022 California Electrical Code (CEC)
- 2022 California Energy Code (CEnC)
- 2022 California Building Code (CBC)
- 2022 California Green Building Standards Code (CGBS)
- 2022 California Fire Code (CFC)
- 2020 Los Angeles County Fire Code (LACFC)
- City of Covina Municipal Code Regulations/ Ordinances

The construction plans must be legible and shall be drawn on 18" x 24" or 24" x 36" paper. Typically, plan scale is 1/8" for the Site Plan & Plot Plan, with *(one copy 8 ½ x 11 required)* and 1/4" scale for the Floor Plan, Elevations, Sections, Details, etc. For a residential addition, submit four (4) complete sets of plans and two (2) sets of other construction documents, such as Structural Calculations and Soils Report (if required).

Please Note: Title 24 package is always required; Construction documents must be prepared by registered licensed professionals. However, for small residential additions, where the latest version of the City of Los Angeles Wood Frame Prescriptive Provision for one story residential construction only (Type V construction) can be utilized for design, the plans do not require preparation by registered licensed professionals. **Note: Title 24 is still required.** For more information on the Wood Frame Prescriptive Provision for one story residential construction only (Type V construction), please *(see Handout #19)*

Are building inspections required?

Yes. After building permits are issued and construction has begun, the contractor or owner/builder is required to schedule building inspections through all phases of the construction project. This is to insure code compliance and good workmanship.

Who should I contact with questions?

If you need further assistance, please contact our Planning Department at planning@covina.gov or our Building and Safety Department at <mailto:building@covina.gov>