



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

INSPECTION PROCESS

IB-15

Building Inspections

Building Inspectors conduct field inspections on projects to ensure compliance with state and local codes. Building Inspectors ensure public safety by verifying that buildings and structures are within the parameters requested by the architect or engineer.

Inspection Request

Email bldinspections@covinaca.gov or phone the Request Line at **(626) 384-5461** provide the following information:

- ***Address***
- ***Permit Number***
- ***Inspection Number***
- ***Inspection Type***
- ***Contact information name and phone number. (pause)***

Inspections requested received before **3:00 pm** will be scheduled for the next business day. Business Hours are **Monday thru Thursday from 7:00 am - 6:00 pm.** The City of Covina is **CLOSED** on Friday

Building Inspection Appointment Verification

In an effort to better serve City of Covina home owners and building contractors working in the City of Covina, the Building and Safety Division is providing a new way to verify scheduled inspections.

- You may also review the **Daily Inspection Route** on the City of Covina Web Page
- **Inspection Confirmation Hotline** at **(626) 384-5400 extension 5907** to hear a list of the inspections scheduled for the day.

Inspection times are approximately from **9:00 am - 4:00 pm Monday thru Thursday**, the day of the scheduled inspection. The inspection are listed in the order of inspection route. Please be sure to be present at the time of the inspection with the original approved plans and permit card.

Preparing for Onsite Inspections-The following is required at the time of inspection:

- Approved plans and documents
- Inspection record card
- An adult 18 years of age or older must be present to allow access to the inspection site
- All household pets shall be secured away from the construction site
- All construction that requires a permit shall be inspected before it is covered or concealed

- Ladders and scaffolds shall comply with Occupational Safety and Health Administration (OSHA) standards
- Areas to be inspected shall have adequate lighting
- A safe path of travel shall be provided throughout the inspection site. Crawl spaces must be dry, free of obstruction (i.e., insects, rodents, etc.) and deemed safe by the inspector.
- All electrical panels and junction boxes to be inspected shall be open and accessible for inspection. Inspectors will not open boxes or take apart electrical equipment.

Contact an Inspector

Inspectors are available by phone on normal business days from 7:15 a.m. to 8:45 a.m. Messages left afterward may not be returned until the following business day. To contact a specific inspector during regular office hours [626-384-5460](tel:626-384-5460)

Canceling Inspections

You can cancel inspections online through email or through the automated phone line. However, canceling inspections on the day that they are scheduled can only be done by contacting Inspection Services during regular business hours (7 a.m. to 4 p.m.) at [626-384-5460](tel:626-384-5460). email bldinspections@covinaca.gov

Other Inspection Information

Certificate of Occupancy is issued for commercial structures after the inspections are completed. Upon requests.

Public Works, Grading and Right-of-Way Inspections are conducted by the *Engineering and Public Works Projects Department*. Contact [626-384-5440](tel:626-384-5440) for further information and to schedule inspections.

Landscape Inspections take place after all landscape and irrigation work is complete. To schedule or cancel landscape inspections, contact the Planning Department [626-384-5450](tel:626-384-5450) and be ready to provide a project number. Customers must provide two business days advance notice to process their request.

Mitigation Monitoring Coordination (MMC) - This section is responsible for coordinating the implementation of the Mitigation Monitoring Reporting Program (MMRP) during all phases of the construction process.

Special Inspections are inspections conducted by third parties. They are in addition to City inspections and are not a substitute. Registration with the City of Covina Building Department required.

Tank Application Inspections (TA) must be completed and finalized by the LOS ANGELES Fire Prevention Bureau prior to obtaining a final inspection from Development Services for applicants that required a Tank Application (TA) permit from Technical Services. Call [626-974-8335](tel:626-974-8335) for more information. Or contact EPICLA.com

Fire Sprinkler and Alarm (LA County Fire) fire sprinkler and fire alarm inspection are conducted by the LA County Fire Department- Permits are issued by the City of Covina. Call [626-974-8335](tel:626-974-8335)