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CHANGE OF RECORD

Information Bulletin

IB-30

INTRODUCTION

The Information Bulletin outlines the procedures to follow when there is a change of the property owner, contractor, permit holder or the licensed design professional (architect/engineer) of record for a **Building, Electrical, Mechanical, Plumbing/Gas** and **Fire Permit**.

A Change of Record may occur before or after the issuance of a permit and shall be documented to assure continuity of responsibility for the construction project.

I. Change of Record Before Issuance of a Permit

A. The project's property owner, contractor and permit holder information are collected at the time of permit issuance; therefore, there is no need to submit a change of record form for this information before permit issuance. However, the justification portion of the application must state the basis for the request and substantiate the claim of equivalency to code requirements for the proposed material, design, or construction method or code modification.

B. When a change of licensed design professional (architect or engineer) of record is desired before issuance of a permit, the new architect or engineer of record shall submit one of the following:

1. Submit alternate plans, calculations, geotechnical reports and other documents replacing the existing design documents, or
2. Add a note on the cover sheet of plans stating the following declaration:

Change of Design Professional Declaration: I have reviewed all construction plans, calculations, reports, and other work performed by the previous architect or engineer and concur with the statements, conclusions and recommendations specified therein. In addition, I will perform structural observations as defined in Chapter 17 of the California Building Code if specified in the plans.

The declaration should have the name of the new California design professional, license/registration number, signature and date.

II. Change of Record After Issuance of a Permit

A. Complete and submit a Change of Building Permit Record form application (IB-31).

III. Fees

The following fees are required to be paid for processing a Change of Building Permit Record: Ref current fee schedule available on the City of Covina web page.

- Record Fee/ Recheck
- Supplemental Plan Check Fee

IV. Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit www.covinaca.gov begin the submittal process.