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# RESIDENTIAL REMODEL/ALT

## Handout #03

The information in this handout provides general guidelines for the City of Covina Residential Remodel or Alteration 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 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 remodel or alter my residence?

For every residential remodel or alteration in the City of Covina, a minimum required set of construction documents needs to be submitted, reviewed and approved by various city departments before the issuance of a building permit. 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: (Ref: Handout #04 Submittal Requirements)

- Planning Approvals: Incorporated in Plans CUP, SPR, for all new projects/additions
- Site Plan and Plot Plan
- Floor Plan(s) (existing and proposed)
- Foundation Plan(s) (if altered)
- Roof/Floor Framing Plans (if altered)
- Elevations / Sections (if altered)
- Plumbing, Mechanical, and Electrical Plans
- Structural and Construction Details, Cross Sections, Structural Calculations (if required)
- Title 24 Energy Calculations and Forms (when required)
- Green Building 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:

- 2025 California Residential Code (CRC)
- 2025 California Building Code (CBC)
- 2025 California Mechanical Code (CMC)
- 2025 California Plumbing Code (CPC)
- 2025 California Electrical Code (CEC)
- 2025 California Energy Code (CEnC)
- 2025 California Green Building Standards Code (CGBS)
- 2025 California Fire Code (CFC)
- 2023 Los Angeles County Fire Code (LACFC)
- 2025 California Wildland-Urban Interface Code (CWUIC)
- 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, (one copy 8 1/2 x 11 required) and 1/4" scale for the Floor Plan, Elevations, Sections, Details, etc. For a residential remodel or alteration, submit four (4) complete sets of plans and two (2) sets of other construction documents, such as a Title 24 package and Structural Calculations when required. Please note that Structural Design and Calculations, and Title 24 documents need to be prepared by registered design professionals.

**\*\*Please note, each project is unique and requirements may vary per project.**

### 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 ensure code compliance and good workmanship. Inspection Request with approved permit [bldinspections@covina.gov](mailto:bldinspections@covina.gov)

### Who should I contact with questions?

If you need further assistance, please contact our Planning Division [planning@covina.gov](mailto:planning@covina.gov) or our Building and Safety Division at [building@covina.gov](mailto:building@covina.gov)