



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

# RESIDENTIAL ADU Handout #03A

The information in this handout provides general guidelines for the City of Covina Residential ADU (Accessory Dwelling Unit) Conversion/Alteration, Addition, or New 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 ADU 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 the planning and zoning requirements for accessory dwelling units, as required by State and local law. 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 design professionals to design and provide all necessary documentation for the submittal and review process.

### ZONING STANDARDS- PLANNING

Contact Planning regarding applicable development standards including, but not limited to, setbacks, building height, lot coverage, unit size, etc. (Covenant may be required).

***\*Development impact fees may apply prior to occupancy \****

### SEPARATE (ADDITIONAL) Address for the ADU - (application required)

- A new address assignment for the ADU is required PRIOR to plan check submittal.
- All plans should reference the new address for the ADU.
- A new address is required for separate mailing by the United States Postal Service.
- A new address is required for separate gas, water and/or electric utility meters. Southern California Gas and Southern California Edison WILL NOT set an additional meter for an existing billing address. Contact the respective utility agency for questions regarding new meters.
- Note: ***All new and existing meters shall be ganged together at a single point of connection.***

SCE 1-800-655-4555

So Cal Gas 1-877-238-0092

### WATER AND SEWER SERVICES

- Additional connection fees and meter maybe required, it is important to determine if you will need to upsize your main water line or your main sewer line. The number of all plumbing fixtures that will be feeding into the existing water and sewer lines for your property may be impacted by the addition of bathrooms, kitchens, laundry rooms, etc. for both supply and waste lines.
- Sewer connection to existing main lines may not pass through or under the existing primary residence.

### ELECTRICAL SERVICES –

- Even if a separate meter is **not** proposed for the electrical utilities, a *Load Calculation* for the existing panel will be required when your plans are submitted in order to determine the ability of your existing service to provide sufficient power to the new ADU. In some cases, a separate meter may be required or the exiting service will need to be upgraded and or relocated.
- If a subpanel is proposed a single line diagram will be required upon submittal, showing the main panel size and location for the exiting dwelling and the subpanel size and location for the ADU along with the location of any new conduit connecting the main dwelling panel to the ADU subpanel. *Load Calculation Required min service is 100amps*

### GAS SERVICES -



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- Even if a separate gas meter is **not** proposed, it is important that you determine the capability of your existing gas line to provide enough gas pressure to any additional gas outlets that may be a part of your ADU development such as gas stoves, gas water heaters, gas furnaces, gas dryers or gas wall heaters. In some cases, a separate meter may be required. Single line diagram and load calculations required.
- It is recommended to you to consult with So Cal Gas prior to determining how the utilities will be set up at your property and any costs involved before you finalize your plans for submittal. They can provide you with cost information and availability of services.

The following construction documents are required: (See **Handout #04** for minimum submittal requirements)

- Planning Approvals-Approved **CUP/SPR** incorporated in plan set
- Site Plan and Plot Plan
- Floor Plan (existing and proposed)
- Foundation Plan, Soils Report (new detached structures)
- Floor and Roof Framing Plans
- Elevations and Sections
- Deferred Submittals: for Detached ADU or Conversion (Solar PV required)
- Structural and Construction Details, Cross Sections, Structural Calculations
- Plumbing, Mechanical, and Electrical Plans (*show locations of all laundry(required), water heaters, mech equipment, electrical meters, gas meters*)
- Title 24 Energy Calculations and Forms
- Green Building Forms (in plans)
  - Fire Sprinklers required if primary unit has sprinklers.

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 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 add/alt, submit four (4) complete sets of plans and two (2) sets of other construction documents, such as Structural Calculations and Soils Report, (when required).

**Please note: Title 24 Energy package is always required;** Construction documents must be prepared by registered design 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 design professionals. **Wood Frame Prescriptive Provision for one story residential construction only**, 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 ensure code compliance and good workmanship.

## Who should I contact with questions?

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