



125 East College Street  
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# Residential Submittal Checklist

## Requirement(s) Handout #04

The following provides guidance to the applicant by outlining the minimum requirements for plan submittal for residential projects and will minimize the processing time period. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions.

**Please Note: hand-written information will not be accepted**

### **DOCUMENTATION**

- ☐ **PERMIT APPLICATION:** A review and an "OK to submit" by the Planning Division is required prior to Building Division submittal. Your application form must include all proposed work, valuation of job, labor and materials for demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review. *(one copy of site plan or plot plan 8 ½ x 11 required)*
- ☐ **PLANS:** Four (4) complete sets of plans, printed on 24" x 36" sheets. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8" for site plan & plot plan. 1/4" scale for floor plan, elevations, sections, etc.
- ☐ **GRADING PLANS:** Four (4) copies of grading plans will be required for **NEW** structures. (including detached ADU or other structures. (Separate Permit Required)
- ☐ **SOILS REPORT:** Two (2) copies if required. (required for **NEW** structures)
- ☐ **SITE SURVEY:** A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer (Cannot measure boundaries from the fence).
- ☐ **STRUCTURAL CALCULATIONS:** Two (2) copies of the supporting calculations, wet stamped and signed, unless waived by the Building Official.
- ☐ **ENERGY ANALYSIS:** Two (2) sets of 8 ½ x 11" completed energy calculations is required for submittal. The CF-1R and MF-1R forms must be made part of plans. T-24 is required when there are changes to the envelope, mechanical systems or when 50% or more of the lighting is added or changed.  
ref Green Building and Energy Efficiency Handout #21)

### **PLAN INFORMATION**

Residential plans may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person. Plans that are not legible may be rejected prior to plan review. All plans shall be signed by the person(s) preparing the plan.

Current California law regarding Owner/Builder permits requires the property be the principle residence of the owner. Second homes and rental property do not qualify for Owner/Builder permits.

The plan(s), at a minimum, shall include the following information and details:

*\*Please note, not all submittals will require all of the following elements on a complete plan. Each project submittal will be determined on an individual basis.*

- ☐ A complete "**Project Description**" and "**Scope of Work**" must be on the cover sheet of the plans. The plan description must match the Application description. The plan description must match the application description and must include breakdown of square footage (example: new, remodeled, garage, porch, etc.)

- ☐ Deferred Submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.
- ☐ **Building Data Legend** must be provided on the title sheet. Include the following information for the building proposed:
  - Project address.
  - Owner's name and address.
  - Designer / Architect / Engineer of Record contact information.
  - Name, address and telephone number of person who prepared the plans.
  - The Legal description (A.P.N.).
  - Occupancy group.
  - Type of Construction.
  - Floor Area calculations, including existing and new areas.
  - Site area and % of coverage.
  - Note whether a fire sprinkler system is installed.
- ☐ Provide with each set of plans\*:
  - Cover sheet with Vicinity Plan and drawing index.
  - Conditions of Approval **CUP or SPR** (inserted behind the cover sheet).
  - Site Plan/Plot plan. (*one copy 8 ½ x 11 with Building-Project Data*)
  - Existing Plans and Elevations
  - Demolition Plan
  - Roof Plan/Floor Plan.
  - Construction Section(s).
  - Foundation Plan.
  - Floor Framing / Roof Framing plan.
  - Elevations of all affected sides.
  - Architectural and Structural Details.
  - Mechanical, Electrical, Plumbing plan(s).
  - Solar Photovoltaic Plans (required for new construction)
  - Fire Sprinkler Drawings. (New Construction) LA COUNTY FIRE
- ☐ Plan shall include an NPDES note on the site plan: ***"The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system."***
- ☐ Plan shall include a Construction Hours note on cover page: ***"Construction or repair work, or use of Construction type equipment or device is limited to the hours of 7:00 a.m. - 8:00 p.m. Monday through Saturday. No Construction Type Work at any time on Sunday or on any Public Holiday"***
- ☐ Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the local amendments:
 

<ul style="list-style-type: none"> <li>▪ 2025 California Residential Code (CRC)</li> <li>▪ 2025 California Building Code (CBC)</li> <li>▪ 2025 California Mechanical Code (CMC)</li> <li>▪ 2025 California Plumbing Code (CPC)</li> <li>▪ 2025 California Electrical Code (CEC)</li> <li>▪ 2025 California Energy Code (CEnC)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2025 California Green Building Standards Code (CGBS)</li> <li>▪ 2025 California Fire Code (CFC)</li> <li>▪ 2023 Los Angeles County Fire Code (LACFC)</li> <li>▪ 2025 California Wildland-Urban Interface Code (CWUIC)</li> <li>▪ 2025 California Administrative Code</li> <li>▪ City of Covina Municipal Code Regulations/ Ordinances</li> </ul>
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- ☐ If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.



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- ☐ Indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated "FIRE SPRINKLERS REQUIRED"
- ☐ Show the proposed floor plan that includes the existing walls to remain, demolished walls, unless a detailed demolition plan is included, and the new walls. Include a wall legend for the existing walls to remain, walls to be demolished and new walls shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the area of renovation.
- ☐ Mechanical, Plumbing and Electrical details may be included on the floor plan or a separate utility plan sheet for review. While not requiring complete single-line drawings, the plan shall include detailing the following: (Ref: Green Building and Energy Efficiency Handout #21)
  - Locations of heating, cooling and ventilating equipment.
  - Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
  - Kitchen ventilation system (range hood) complying with the 2022 Title 24 and ASHRA 62.2 standards. Aluminum Flex Duct is not allowed
  - Bathroom Ventilation complying with the 2022 Title 24 and ASHRA 62.2 standards.
  - Whole house ventilation, required for projects 1,000 sq. ft. or more.
  - Location of the plumbing fixtures including the water heater, laundry (washer/dryer)
  - Electrical panel size, location and schedules and load schedules if required.
  - Plumbing waste diagrams and sizing.
  - Gas meter location-Gas calculations and single pipe sizing diagrams
  - Domestic water (main) meter location- size of service and fixture counts
  - Show the location of all receptacles, switches and lights, and use a legend to identify types.
  - Smoke and Carbon Monoxide Alarms are required and shall be notated on the plan.
  - Detail on the cover sheet, any special conditions or requirement notated in the energy analysis. (i.e.; HERS testing, Cool Roof, etc.)
  - On site plan show location(s) of existing and new waste containers, yard waste containers, and recycling containers are kept, placed or stored such that said containers are not visible from public streets.
- ☐ Additional information may be required, dependent on the specific scope of the project such as the Los Angeles County Sanitation District, or the South Coast Air Quality Management District (SCAQMD)
- ☐ **SCHOOL DISTRICT FEE** and **SANITATION DISTRICT FEE** When applicable, Obtain forms and clearances prior to permit issuance. All fees and clearances must be paid before a building construction permit is issued.