



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

# COMMERCIAL REMODEL

## Handout #22

The following information provides guidance to the applicant outlining all minimum City of Covina Building and Safety Division requirements for plan check submittal regarding Commercial Tenant Improvement or Remodel projects. Providing complete plans and supporting documentation will help minimize the plan review processing time period. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the complete plan review process may commence. Plans submitted missing information or required supporting documentation will be deemed incomplete and may delay the approval 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 & Safety (626) 384-5460, business hours**  
**(Monday - Thursday from 7:00 a.m. to 6:00 p.m.).**

### **DOCUMENTATION:**

**Permit application:** A completed permit application, reviewed and approval by the Planning Division is required prior to Building and Safety Division submittal. Your estimated project valuation must include all proposed work, which includes demolition, engineering, tenant improvements, site improvements, etc. and is subject to verification and adjustment during plan review.

**Plans:** Provide 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 and plot plans. 1/4" scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official.

**Site Survey:** A site survey may be required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or a registered Civil Engineer. This is not required for interior only renovations.

**Structural Calculations:** When required, two (2) copies of supporting calculations shall be provided, wet stamped and signed, unless waived by the Building Official.

**Soils Report:** When required, two (2) copies of a soils report with liquefaction potential shall be provided by an appropriately California State Licensed Geo-Technical or Civil Engineer.

**Energy Calculation & Energy Analysis:** When alterations occur to the existing building; supporting energy compliance forms must be completed and made part of the plans. Updated energy compliance is not required when there are no alterations to the building's existing envelope, mechanical systems or when no lighting is added or changed.

### **PLAN INFORMATION:**

Please refer to **California Business and Professions Code Sections 5538 and 6745** regarding projects that may require a Registered Design Professional. Plans for *Exempt* commercial construction and tenant improvements may be provided by a licensed architect, engineer, licensed contractor or a Professional Designer.

Plans for *non-exempt* commercial construction and tenant improvements shall be provided by a licensed architect, engineer and licensed contractor's design/build within the contractor's license specialty or by a Registered Design Professional.

*Exempt:* Construction consists of elements of construction that do not affect the exiting (egress) system and/or Fire/Life safety elements of the area, space, any structure, any structural elements, or any change in use of a building.

Current California Law does not provide for an Owner/Builder permit on non-residential projects. A licensed contractor is required to obtain commercial permits.

### **The Plans at a minimum shall include the following information and details:**

*\*Please note: not all submittals will require all 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 request.

**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.

**Billing Data Legend** must be provided on the title sheet. Include the following minimum information:

- Project Address
- Owner's name, address and telephone number.
- Designer / Architect / Engineer / Contractor's contact information.
- Name, Address and telephone number of person who prepared the plans.
- The Legal description (A.P.N.)
- Occupancy Group for each occupancy (mixed use)
- Occupancy Load for each occupancy (mixed use)
- Type of Construction
- Floor Area calculations, including existing and new areas for each occupancy (mixed use)
- Site Area and percentage of coverage.
- Indicate on cover sheet "the building does/does not have a fire sprinkler system installed"

### **Provide this information with each set of plans:**

- Cover sheet with Vicinity plan.
- Any city conditions of approval, made part of the plan and inserted behind the cover sheet, if applicable.
- Site Plan
- Floor Plans, both existing and proposed along with relevant sections and details
- Reflective ceiling Plan
- Foundation Plan
- Framing Plan / Roof Plan and supporting details
- Elevations of all affected sides
- Accessibility Plan: Parking and path of travel to entrance / altered areas, restrooms, signs, etc.
- Demolition Plan, if applicable
- Details of Occupancy separation and Fire Rated Construction, if applicable



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If the project includes exterior work, the plans shall delineate all projecting elements, and show distance(s) to the property line, or adjacent structures.

Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the:

- 2025 California Administrative Code
- 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

Show an existing versus proposed floor plan that includes the existing wall to remain, demolished walls and the new walls. A wall legend for the existing walls to remain, to be demolished and new walls shall be provided with supporting details. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls and the drywall removed are considered part of the renovation.

### **Accessibility Plan shall be provided that includes that the following:**

NOTE: The State of California is requesting a **CASp** review of the property be provided. **REF HANDOUT #26**

- Accessible parking compliance. Show the total number of parking, accessible, and accessible van parking spaces provided with supporting details.
- Exterior path of travel to building entrance or altered area.
- Accessibility compliance of the improved or altered area.
- Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
- Details of required signage and tactile signage.
- Dimensions of the accessible requirements for all plumbing fixtures on the plans.
- Details for the accessible bars, counters, sales isles, tables, and chairs were applicable.
- Egress hardware including any panic hardware, fire doors, closers and lever handles.

A minimum cost of 20% of the total project valuation (without inclusion of the accessible elements) is required for projects below the current valuation threshold as established by law. All projects that exceed the valuation threshold (**currently set at \$203,611.00\***) shall fully comply with the accessibility requirements set forth in the **2025 CBC 11B-202.4**, unless an unreasonable hardship and is confirmed by the Building Official.

### **Note one of the following conditions on the plans:**

**“Existing, Fully Accessible Restroom(s)”:** Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions.

*\*As of 2025, always verify the valuation threshold with the Division of the State Architect ([dgs.ca.gov](http://dgs.ca.gov)).*

**“Existing Restroom(s)” to be made fully accessible”:** Plans must demonstrate via dimensioned floor plans, details, and notes to show complying conditions for non-complying conditions, and the alterations necessary to provide compliance.

**“Existing Restrooms(s) to be partially Accessible”:** Plans must demonstrate via dimensioned floor plans, details and notes to show to complying conditions for non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. This condition is allowed only when the application for unreasonable hardship is established and confirmed by the Building official.

## **MECHANICAL:**

**Mechanical single line drawings and details, when applicable, detailing the following:**

- Locations of heating, cooling and ventilating equipment.
- Mechanical equipment schedule identifying the equipment manufacturer's name, model number and capacity.
- Duct layout showing size, duct gauge (if metal) and register locations. Combustion air requirements provide all supporting calculations per the 2025 CMC.
- Product- Conveying duct system in compliance with the 2025 CMC, Chapter 5.
- Commercial hood and kitchen ventilation system in compliance with the 2025 CMC, Chapter 9.
- Exact sizes and locations of combustion air openings or ducts should be shown on the plans per the 2025 CMC, Chapter 7.
- Show outside air minimum requirements per occupant.
- Show condensate drain location and approved receptor.

## **PLUMBING:**

**Plumbing single line drawing and details, when applicable detailing the following:**

- Drainage and waste and vent system, sizes, and schematic drawings.
- Domestic water system- Meter location, sizes, and schematic drawings.
- Condensate waste system and sizes.
- Fuel Gas-piping system, branch sizes, CFH, branch length, furthest appliance to meter and service size calculations. per the 2025 CPC, with schematic drawings.
- Medical Gas system.
- Proposed plumbing materials.
- Grease interceptor or alternate pre-waste treatment device.
- Natural Gas meter size, location, schematic drawings.

## **ELECTRICAL:**

**Electrical single line drawings and details, when applicable, detail the following:**

- Provide a power and lighting plan along with the switching and single-line diagram on the plan.
- Reflective Ceiling plan including the locations of lighting, illuminated exit signs, and emergency lighting.
- Electrical Panel size, location and load schedules.
- Show the location of all proposed receptacles and outlets and manually operated equipment control devices such as thermostats. Note +15" minimum to the bottom of the device and 48" maximum to the top of the device.
- Indicate circuit designators near outlets, devices and equipment, all materials and conductors and EGC sizes along with home runs, typical.



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Additional information may be required dependent on the specific scope of the project.

### PLAN REVIEW SUBMITTAL CHECKLIST

\* Sections, Divisions, Departments and outside agencies that may need to give written approval of your plans prior to issuance of permits.

- Covina Building and Safety Plan Check** \_\_\_\_\_ (626) 384-5460
- City Planning Division** \_\_\_\_\_ (626) 384-5450
- City Engineering Section** \_\_\_\_\_ (626) 384-5490
- City Environmental Services Section** \_\_\_\_\_ (626) 384-5480
- LA County Fire Department- [epicla.lacounty.gov](http://epicla.lacounty.gov)**
  - **Land Development / Access** Commerce \_\_\_\_\_ (323) 890-4243
  - **Fire Prevention Engineering** Commerce \_\_\_\_\_ (323) 890-4125
  - **Petroleum/Chemical Unit** Irwindale \_\_\_\_\_ (626) 430-3040
  - **Fire Inspector** Irwindale \_\_\_\_\_ (626) 430-3050
- LA County Health Department (WSG District)** \_\_\_\_\_ (626) 813-3346
  - Food establishments
- LA County Sanitation- 1955 Workman Mill Rd, Whittier** \_\_\_\_\_ (562) 908-4288, ext 2727
- LA Regional Water Quality Control Board (Region 4)** \_\_\_\_\_ (213) 576-6600
  - Septic tank additions
- South Coast Air Quality Management District (SCAQMD)** \_\_\_\_\_ (909) 396-2000
  - (Asbestos and Lead Containing Materials)
- Finance Department – City business license (HdL)** \_\_\_\_\_ (626) 384-5512
- LA County Assessor – Plan submittals** \_\_\_\_\_ (888) 807-2111
- Covina Valley Unified School District - 519 E. Badillo St, Covina** \_\_\_\_\_ (626) 974-7000
- Azusa Unified School District - 546 S. Citrus Ave, Azusa** \_\_\_\_\_ (626) 967-6211
- Charter Oak Unified School District - 20240 E Cienega Ave, Covina** \_\_\_\_\_ (626) 966-8331
- City of Covina Water – 534 N Barranca Ave, Covina** \_\_\_\_\_ (626) 384-5220
- City of Glendora Water – 1051 E Sierra Madre Ave, Glendora** \_\_\_\_\_ (626) 852-4838
- Azusa Light & Water – 729 N. Azusa Ave, Azusa** \_\_\_\_\_ (626) 812-5063
- Golden State Water – 115-121 Exchange Pl, San Dimas** \_\_\_\_\_ 1-800-999-4033
- Suburban Water Company – 1325 N Grand Ave, Covina** \_\_\_\_\_ (626) 543-2640
- Valencia Heights Water – 3009 E. Virginia Ave, West Covina** \_\_\_\_\_ (626) 332-8935