



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

Commercial Submittal Checklist Requirement(s) Handout #23

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

The following provides guidance to the applicant by outlining the minimum requirements for plan submittal for commercial projects and will minimize the processing time period.

Please Note: hand-written information will not be accepted

GENERAL INFORMATION

- ☐ Four (4) or [three (3) if all interior] complete sets of plans, printed on 24" x 36" sheets.
- ☐ Address of project, legal description of property, and all current 2025 codes noted on plans; including occupancy group and construction type, Zoning designation of the property.
- ☐ Name, address, and phone number of owner of building and owner of proposed business.
- ☐ Name, address, phone number, and signature of individual who prepared plans on each sheet. *Plans for Commercial Construction and Tenant Improvements shall be provide by a licensed Architect, Engineer, Contractor, or Registered Design Professional.*
- ☐ 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 and must include breakdown of square footage (example: new, altered, remodeled, demolition, flatwork, etc.)
- ☐ Indicate if the existing building is protected or will be protected with an automatic Fire Sprinkler system.
- ☐ Deferred submittal items shall be clearly noted on cover sheet. *Ex: Fire Alarm, Fire Sprinkler, etc.*
- ☐ Plan scale is 1/8" for site plan & plot plan. 1/4" scale for floor plan, elevations, sections, etc. Show North arrow on each page ***PLOT/SITE PLAN REQUIRED REF HANDOUT #15* one copy 8 1/2"x11"**
- ☐ Complete site plan showing size of property, property lines and dimensions, all structures on lot, property lines, front/rear/side yard setbacks (required, existing systems, and proposed), sidewalks, easements, and projections into setbacks, such as eaves, stairs, etc.
 - Conditions of Approval, *(if applicable)*
 - Property line must be clearly noted with a dashed or hatched line. Show all setbacks and projections into setbacks
 - Fully dimensioned: (any existing and proposed structures and additions) must be clearly shown.
 - Fully dimensioned parking lot plan, illustrating existing configuration and all proposed changes.
 - Proposed addition and alteration areas should be hatched or specified within legend.
 - Floor Area calculations, including existing and new areas
 - All existing and proposed flatwork, walkways, and landscaped areas should be shown
 - Show a roof plan of both existing and proposed roof line, *(if applicable)*
 - Incorporate Best Management Practices (BMP) onto front page of plans
 - Show street or alley centerlines and Right-of-Way: Showing adjacent curb, sidewalk, and street trees, adjacent improvements that may affect design including driveways, entry walkways, sidewalks, and landscape. *(if applicable)*
 - Show street improvements such as catch basins, fire hydrants, vaults, pull-boxes, vents, streetlights, water meter, and sanitary sewer lateral *(if applicable)*.

BUILDING INFORMATION

- ☐ Fully dimensioned floor plans showing uses of all rooms including office spaces, and all doors and windows-labeled.
 - ☐ Dimensions for existing and proposed structures must match the site plan
 - ☐ Wall legend showing demolished, existing, and new walls must be noted on plans
 - ☐ Door and window schedule and Finish schedule must be noted on plans.
 - ☐ Bathrooms showing disabled access compliance.
 - ☐ Details for fire assemblies re: construction and installation
- ☐ Provide all related Mechanical, Electrical, or Plumbing drawings and details, *if applicable*
 - ☐ Domestic water system- Meter location, sizes, and schematic drawings
 - ☐ Drainage and waste and vent system, sizes, and schematic drawings
 - ☐ Natural gas meter size, location, schematic drawings.
 - ☐ Electrical Panel size, location and load schedules
- ☐ Provide Fire protection information:
 - ☐ Fire extinguisher type and locations
 - ☐ Areas where there is use, storage and/or handling of flammable, combustible, toxic corrosive, oxidizing, explosive or otherwise hazardous materials.
 - ☐ Type, quantity, method of storage/use of hazardous materials.
 - ☐ Location of medical gas, storage, piping, type and quantity, if used.
- ☐ Elevation of all sides, or of sides where changes are proposed
 - ☐ Show maximum height from the top of the curb
 - ☐ Show maximum eave overhang may have 18" encroachment
 - ☐ Show all doors and windows match floor plan layout
 - ☐ Show all architectural features such as columns, balconies, railings, landings
- ☐ Two (2) copies of the supporting structural calculations, wet stamped and signed
- ☐ Two (2) sets of 8 ½ x 11" completed energy calculations are 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.
- ☐ Unreasonable Hardship application for hardship consideration from Title 24 accessible requirements, if applicable

Additional Building Information May Be Required:

- ☐ Accessibility compliance: building and site
- ☐ Foundation plans showing the proposed and existing foundation, and typical sections.
- ☐ Separate roof and floor framing plans including structural materials to be used and existing sizes as applicable (Example: Rafter 2" x 8" @ 16" O.C. Header 4" x 8")
- ☐ Structural sections with cross reference where applicable, including full section through fireplace (if applicable)
- ☐ Roof construction, pitch, and materials to be used
- ☐ Additional details as required, such as stairs, etc.
- ☐ Electric outlets shown not more than 12'-0" apart (measuring along wall) and location of lights and switches



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- ☐ Specify material types, e.g., concrete 2500 psi @ 28 days rebar 40 ksi, grade of all lumber, plywood, etc.
- ☐ 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”***
- ☐ 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.
- ☐ 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:
 - 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
- ☐ 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.
- ☐ Solar PV is required for all new commercial buildings.
- ☐ EV Charging Level 2 min infrastructure is required

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**
 - **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