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www.covinaca.gov

MECHANICAL, ELECTRICAL, PLUMBING
PERMITS
Handout #14

Citizen's Guide to Residential Mechanical, Electrical, Plumbing Permits

The information in this handout provides general guidelines for the City of Covina Mechanical, Electrical, and Plumbing 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.).**

When is a Mechanical or Electrical or Plumbing permit required?

A ***Mechanical permit*** is required for the installation, alteration, repair, replacement, and/or remodeling of a mechanical system such as heating, cooling, ventilation and refrigeration.
A ***Electrical permit*** is required for the installation, alteration, repair, replacement, and/or extension of electrical wiring and devices. Single Diagram required for new service (see below).
A ***Plumbing permit*** is required for the installation, alteration, repair, replacement, and/or remodeling of plumbing systems.

What is its purpose?

The purpose of a permit is to ensure compliance with the California Mechanical Code, California Electrical Code, and California Plumbing Code.

What does a permit cost?

Fee information is available at the Building & Safety Division Counter or the City of Covina web page.

Who can apply for a permit?

For owner occupied residence and single family or duplex rentals, the owner or a contractor can apply for a plumbing permit. For other categories of work, an appropriately licensed contractor may apply for a mechanical electrical plumbing permit(s).

Who issues the permit and how long does it take?

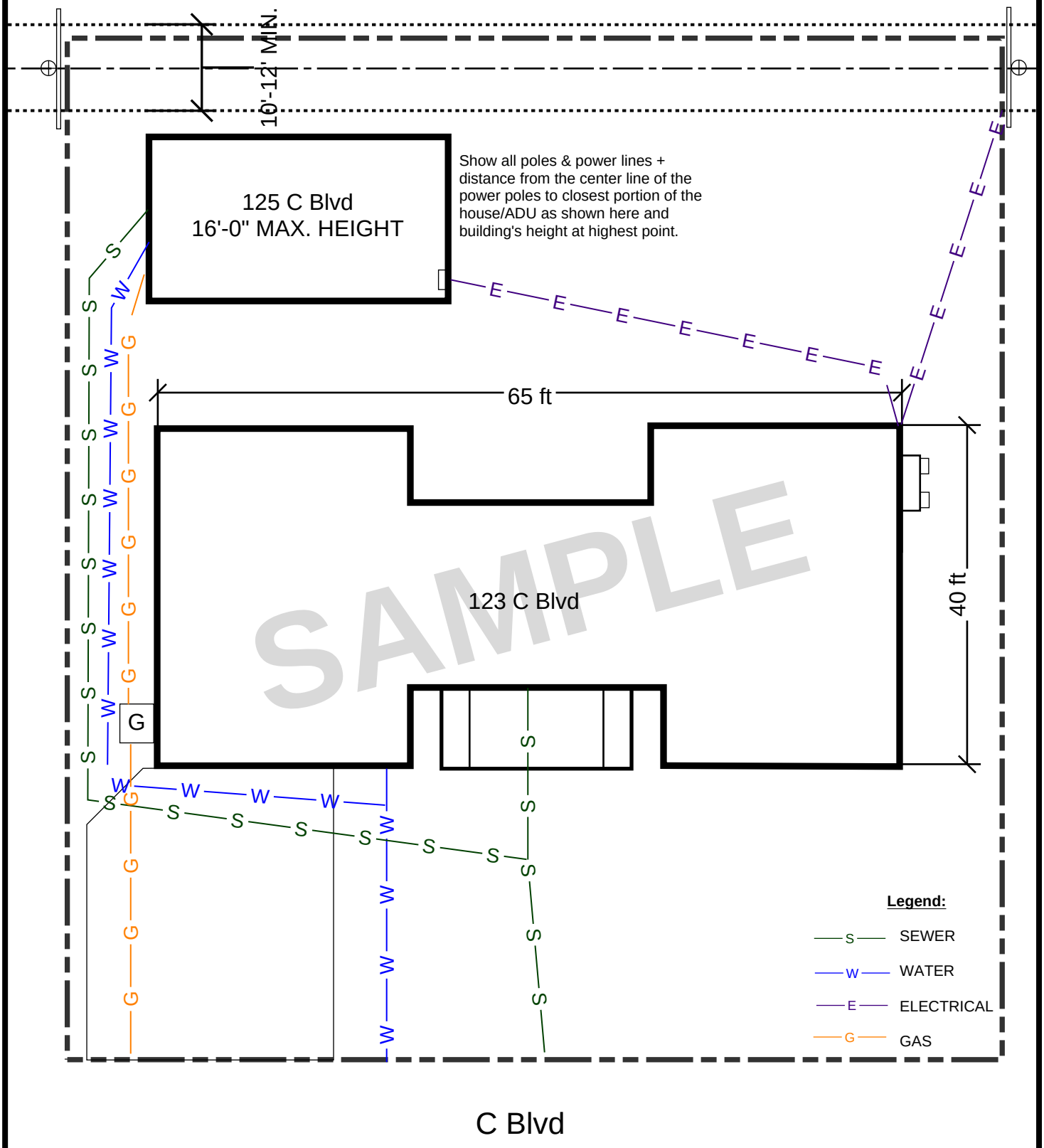
Permits are issued by staff and most permits are issued while you wait. Other permits that are part of new construction will take longer depending on the type of project

How do I arrange for a inspection?

Call the inspection request line at bldinspections@covinaca.gov to request an inspection. Provide: permit number, job address, inspection code and inspection type.

No work is to be concealed without prior inspection approval.

PLOT PLAN - SAMPLE



Plot Plan Instructions:

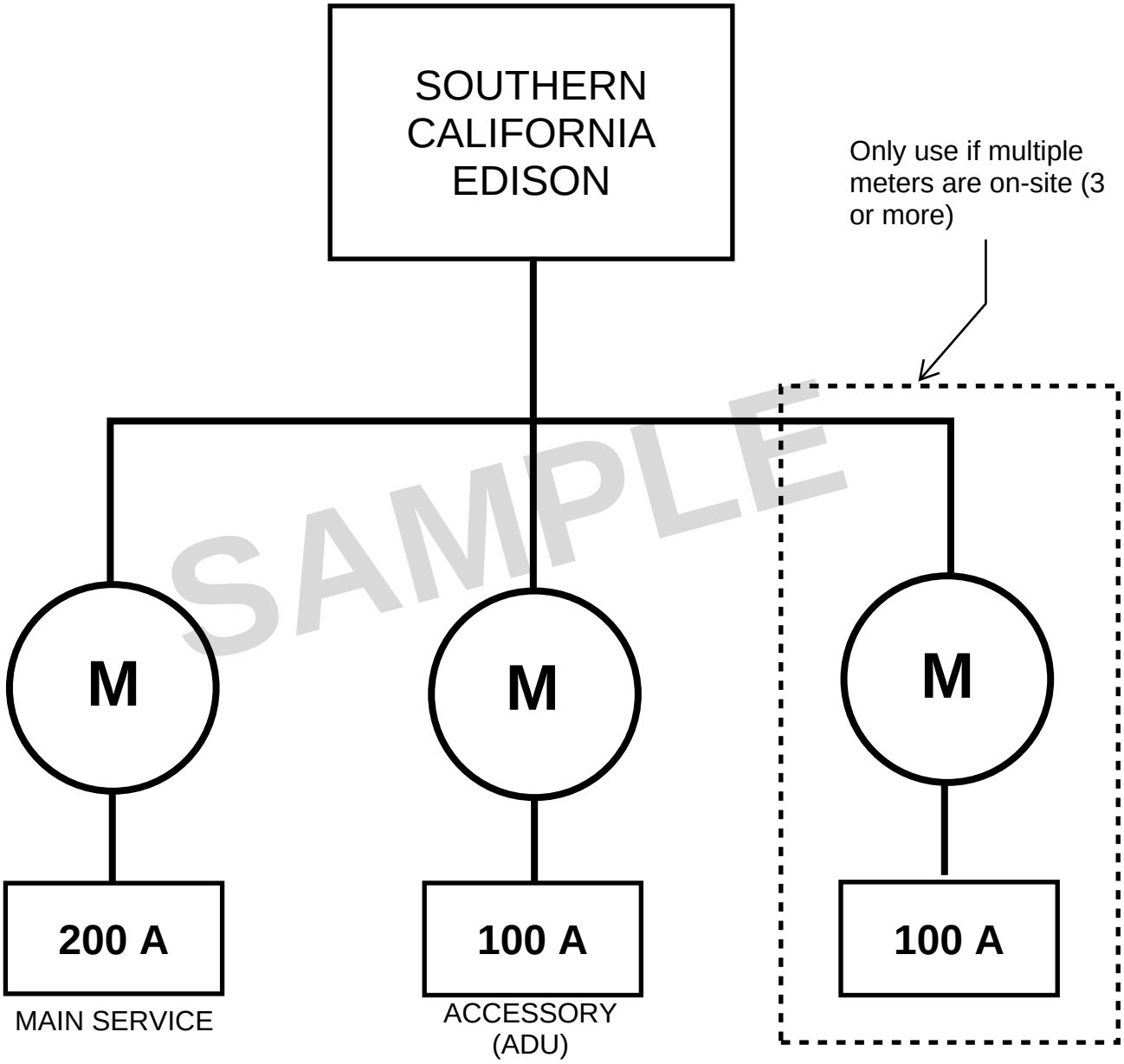
- Include all addresses and building located at property
- Must indicate if building is new or existing

*Primary residential service may need to be upgraded to accommodate additional loads.

*Ref meter service upgrade standard handout #.

SINGLE LINE DIAGRAM - SAMPLE

For 123 & 125 C Blvd



Need voltage class, phase, no. of wires & ampacity

Requirements	Example 1	Example 2
Class (Volts)	120/208 Volts	120/240 Volts
Phase (⌀)	3⌀	1⌀
No. of Wires	4 Wire	3 Wire
Ampacity (Amps)	600 Amps	200 Amps

*House meter - units A, B, or other