



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

OWNER BUILDER DECLARATION

HS Code 19825

IB-02

WHO CAN PULL A PERMIT?:

Eligible applicants (generally):

- California Licensed Contractor (license holder / actual licensee)
- Property Owner
- Contractor State License Board CSLB

If a California Licensed Contractor is pulling the permit, bring:

- State Contractor's License (wallet card or proof you are the licensee)
- Workers' Compensation Insurance Certificate (required if you have employees)
- Current City of Covina Business License (may be paid at issuance)

If the Property Owner is pulling the permit, bring:

- Photo ID (e.g., Driver's License)
- If ownership isn't updated in records yet: recorded Grant Deed or Trust Deed (or certified copy from Registrar-Recorder)

If you are NOT the property owner or the licensed contractor:

- Agent for a licensed contractor: Provide an original Letter of Authorization on company letterhead from the license holder (valid up to 1 year from issuance date).
- Agent for an owner-builder (single-family residence): Submit the Authorized Agent form before issuance (located in Building Handouts/Forms).
- Trust-owned property: Provide trust documentation showing the applicant is a trustee/executor.
- Corporation/LLC/Partnership-owned property: Provide documentation showing the applicant is President, Vice-President, CEO, partner, or Agent for Service of Process.
(California Workers comp will be required)