



Building and Safety Division

125 E. College Street, Covina, CA 91723
(626) 384-5460 <http://www.covinaca.gov/>

Information Bulletin:

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WHEN DO I NEED A PERMIT

Covina Municipal Code (CMC) Chapter 15.04, Sections 105.1 and R105.1 state that no person shall erect, construct, enlarge, alter, repair, move, improve, remove, connect, convert, demolish, or equip any building, structure, or portion thereof, or cause the same to be done, without first obtaining a separate permit for each such building or structure from the building official.

Some projects may be exempt from permit requirements. Projects exempt from permit requirements still require the City of Covina Planning Division review and approval. Exemption from permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other law, ordinance, rule or regulation. A building permit is not required for the following items:

- Work not regulated by the California Building Standards Codes, except where deemed necessary by the Building Official to enforce other federal and/or State Laws, State disabled access requirements, or to enforce City ordinances or policies.
- Minor work of negligible hazard to life, as determined by the building official in writing, provided the valuation does not exceed \$2,000.
- Painting; wallpapering; installation of carpet, vinyl, tile and similar floor coverings; and repairing broken window glass not required by this Code to be safety or security glazing.
- One-story detached accessory buildings used as tool and storage sheds, non-habitable playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
- One-story detached, private lath houses, glasshouses (greenhouses) and pergolas, provided the floor area does not exceed 300 square feet and the structure complies with all setback from property lines required by this Code.
- Chain-link, wrought-iron, and similar fences not over 6 feet in height.
- Light standards which do not exceed 30 feet in height.
- Flagpoles not erected upon a building and not more than 15 feet high.
- A tree house provided that:
 1. The tree house does not exceed 64 square feet in area or 8 feet in height from floor to roof.
 2. The ceiling height as established by door height or plate line does not exceed 6 feet.
- Canopies or awnings attached to a Group R or U Occupancy and extending not more than 54 inches from the exterior wall of the building and in compliance with the required minimum setbacks to property lines required for the R or U occupancy.
- Sheds, office or storage buildings, and other structures incidental to and work authorized by a valid grading or building permit. Such structures must be removed upon expiration of the permit or completion of the work covered by the permit.
- Platforms, decks, walks, and driveways not more than 30 inches above grade and not over any basement or story below.
- Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and the capacity does not exceed 5,000 gallons.

- Playground equipment.
- Membrane structures not regulated by California Code of Regulations Title 19, not exceeding 250 square feet in area, used exclusively for residential recreational purposes or as a cover for vehicles, and located in accordance with other City ordinances.
- Steel tanks supported on a foundation not more than two feet (610 mm) above grade when the height does not exceed 1.5 times the diameter.
- Gantry cranes and similar equipment.
- Bridges not involving buildings.
- Motion picture, television and theater stage sets and scenery, except when used as a building.

Do I need separate permits for electrical, plumbing, and mechanical work?

Unless otherwise exempted by the City of Covina Plumbing, Electrical or Mechanical Codes, separate plumbing, electrical and mechanical permits will be required for the above-exempted items. Permits must be obtained for changes or alterations to electrical, plumbing, and mechanical systems. Please see the City of Covina Building & Safety Division for additional information.

Can I do the work myself?

A California licensed contractor is required to obtain the permit under state law; however, you may obtain your own permit for work on your own principal residence, provided that you are completing the work yourself and the property is not intended for sell within 12 months of permit finalization. Please see the California Business and Professions Code for additional information.

Can I do work in the public right-of-way?

Any work on a public street, public sidewalk, or public way requires a California licensed contractor to obtain a permit. Please see the City of Covina Public Works Division for additional information.