



Building and Safety Division

125 E. College Street, Covina, CA 91723
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RESIDENTIAL REMODELS, ALTERATIONS AND ADDITIONS

Information Bulletin:

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The following information is a courtesy guide for owner/builder's and designers on how to obtain required Building Code compliance through plan check for single family residential remodels, alterations, and additions. Prior to a formal plan check submittal, obtain all necessary preliminary reviews and approvals from the City Planning Division to assure all Zoning Code compliance is obtained. Compliance with the following items will help expedite construction plans through the Building and Safety Division plan review process:

When is a building permit required for a Single-family dwelling?

Before construction commences on a single family dwelling and/or a room addition, a building permit and other related permits must be obtained from the City of Covina. Check with the Planning Division if there are any development review actions required before applying for a building permit.

What is its purpose?

Building and other life & safety codes exist as a way of safeguarding those who will use and inhabit the structures. The permit process provides for plan review and field inspections to ensure compliance with all applicable codes.

What Permits do I require and what is the cost?

The fees will vary depending upon the size of the project. Fee information is available at the Building & Safety Division Counter.

Who can apply for the permit?

The property owner, a California Licensed Contractor, or an authorized agent can apply for a building permit.

How long does the process take?

The completeness, accuracy, and complexity of your submittal will determine how long it will take to complete a first review and correction list. The first review is generally completed within 2 weeks. Incomplete applications will generally result in a longer review time.