



Community Development
BUILDING DIVISION
1444 West Garvey Avenue
West Covina, CA 91790
626-939-8425
Building@westcovina.org

How to submit to Building Division

- 1st. To submit to Building Division you will need the following items, this can be done in person over the counter or can be emailed to building@westcovina.org
 1. Planning Division Approval (either approval letter, email or at-risk letter signed by planning)
 2. A completed Building application (which can be found on our website) <https://www.westcovina.org/home/showpublisheddocument/21499>
 3. A full set of plans on PDF (Building Division only accepts digital plans for review). Below is an example of a full set of plans for residential (depending on the scope of work not all of the below will be required for every project). Commercial varies depending on project, also for commercial Electrical, Mechanical and Plumbing plans are submitted separately.
 - i. Title page with general notes
 - ii. Site plan
 - iii. Floor Plan
 - iv. Elevations
 - v. Roof Plan
 - vi. Cross Sections
 - vii. CalGreen Sheets
 - viii. Foundation Plan
 - ix. Framing Plan
 - x. Structural Details and Fastener Schedule
 - xi. Energy Forms
- 2nd. Once the above is submitted a Permit Technician will process your application and generate the plan check fees. The fees can be paid in person with check, cash or card or can be paid online through credit card (credit card payments get assessed a 2% service charge)
- 3rd. Once the payment is complete the permit technician will give/email the plan check application and links to our online portal to upload the plans for review
- 4th. Building Division plan review is typically 10 to 15 business days. If corrections are received then the corrections will need to be made to the plan and once complete the plan would be resubmitted to the portal. If the plan was approved, Building Division will route the approved plan to Planning Division for a final review and stamp.
- 5th. During the plan review process the below approvals may be required before the permit can be issued. This is a general summary of what gets routed, when you submit you will receive an agency referral list tailored to your projects scope of work
 1. **Fire Department Approval**
 - i. For residential fire is routed New Construction, New Units, Additions 1,000 sqft or more, New 2nd story to existing single story homes, projects that cause a modification of an existing fire sprinkler system, and Solar over 10KW
 - ii. For Commercial Fire is routed New Construction, Tenant Improvements, Storage Racks, and all solar
 - iii. Building Division will route a copy of the plans to them for the 1st submittal, subsequent submittals after would be submitted directly back to them

2. **Engineering Division Approval**
 - i. This is only required for New Detached structures, new addresses, work proposed in the public right of way, Photometrics for parking lot lighting, retaining walls, or free standing walls/fences over 6' and any grading projects
3. **LA County Sanitation District Approval**
 - i. This is required for all new construction, new units and new tenants. You will need to contact Sanitation District directly they are located in Whittier
4. **Waste Diversion Form Completed**
 - i. For residential this is required for any new conditioned area
 - ii. For commercial this is required if demolition of a structure, valuation over 200k, addition 1,000 sqft or more
 - iii. This form is obtained at the Building Division Counter and can be turned in to Building Division when Completed
5. **School District Fees**
 - i. If an addition is 500 Square Feet or larger then fees will need to be paid to your local school district
6. **SoCal AQMD**
 - i. Required for all Demolition permits, proof of Rule 1403 notification is required to turn into building division
7. **LA County Health Department**
 - i. Required for all food establishments, public pools, medical uses with X-Ray, and places where non pre-packaged food is sold

6th. Building Division plan review is typically 10 to 15 business days. If corrections are received then the corrections will need to be made to the plan and once complete the plan would be resubmitted to the portal. If the plan was approved, Building Division will route the approved plan to Planning Division for a final review and stamp.

7th. Once all approvals that are required are obtained the remaining items listed below will need to be turned in

1. Mechanical, Electrical, and Plumbing fixture counts
 - i. These are how the fees are determined for the Mechanical, Electrical and Plumbing Permits fees.
2. The permit has to be pulled by either a licensed contractor or the property owner
 - i. Licensed Contractor
 1. Needs to have their contractor's license information
 2. A city Business License
 3. If the person pulling the permit is not listed on the Personnel list on the license board then they need a letter of authorization from a person who is
 4. Completes the Licensed Contractor Declaration Form
 - ii. Property Owner
 1. Needs proof of ownership
 2. If the person pulling the permit is not the legal property owner they need an authorization letter from the property owner
 3. Completes the Owner Builder Declaration

8th. When the above is complete the Permit fees are invoiced and when paid the permits are issued along with a job card and the approved plans, This can be done at the counter or can be emailed