



Community Development Department

BUILDING DIVISION

1444 West Garvey Avenue

West Covina, CA 91790

626-939-8425

Building@westcovina.org

PERMIT EXEMPTIONS

BUILDING PERMITS

WORK EXEMPT FROM PERMIT: A building permit is not required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, shade structures, pump houses, and similar uses, provided the gross floor area does not exceed 120 square feet (11.15 m²), the height does not exceed 12 feet (3.69 m), and the maximum roof projection does not exceed 24 inches (610 mm).
 2. Fences which are not used as a barrier to private swimming pools, spas, or hot tubs, and ground signs, provided that:
 - I Masonry or concrete fences do not exceed 6 feet (1.8 m) in height and are set back from public ways a distance at least equal to the fence height.
 - II Fences constructed of other materials do not exceed 6 feet (1.8 m) in height.
 - III Ground signs do not exceed 6 feet (1.8 m) in height.
 3. Tanks not storing hazardous material as defined in the Fire Code provided that:
 - I Steel tanks are supported on a foundation not more than 2 feet (610 mm) above grade and the overall height to diameter or width does not exceed 1½ times the diameter.
 - II Water tanks constructed of materials other than steel, including cisterns and rain barrels, are supported directly on grade, the overall height to diameter or width does not exceed 1½ times the diameter, and the capacity does not exceed 5000 gallons (18925 L).
 4. Gantry cranes and similar equipment.
 5. Retaining walls that retain not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding a Class I, II, or III-A liquids.
 6. Motion picture, television and theater stage sets and scenery. Buildings or structures constructed as part of a set or as scenery shall not be occupied or used for any other purpose.
 7. Ground mounted radio and television antennae towers which do not exceed 45 feet (13,716 mm) in height and ground supported dish antennas not exceeding 15 feet (4,572 mm) in height above finished grade in any position.
 8. Light standards which do not exceed 30 feet (9,144 mm) in height.
 9. Flagpoles not erected upon a building and not more than 15 feet (4,572 mm) high.
 10. A playhouse or tree house provided that:
 - I It does not exceed 64 square feet (5.94 m²) in area nor 8 feet (2438 mm) in height from floor to roof.
 - II The ceiling height as established by door height or plate line does not exceed 6 feet (1829 mm).
-

11. Canopies or awnings, completely supported by the exterior wall, attached to a Group R-3 or U Occupancy, and extending not more than 54 inches (1372 mm) from the exterior wall of the building, and not encroaching into the public right-of-way or any required fire separation distance specified by this Code.
12. Sheds, office or storage buildings, and other structures that are less than 1,500 square feet (139 m²) and 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.
13. A portable metal hanger located on County-owned airports, provided that:
 - I It is less than 2,000 square feet (185.8 m²) in area,
 - II It is used exclusively for the parking of aircraft,
 - III It bears the Department of Motor Vehicles, State of California insignia of approval for movement on any highway,
 - IV It incorporates as an integral part of its basic construction a hitch or coupling device for towing,
 - V It can accommodate, without further structural change, wheel and axle assemblies to provide a safe means of portability,
 - VI It is equipped with permanent ventilation to prevent the accumulation of combustible gases, and
 - VII It is not provided with water or sanitary facilities.
14. Oil derricks.
15. Decks, walks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below, and which are not part of an accessible route.
16. Prefabricated swimming pools and other bodies of water accessory to a Group R-3 Occupancy that are less than 18 inches (0.46 m) deep, or do not exceed 5,000 gallons (18,927 L) and are installed entirely above adjacent grade.
17. Playground equipment not to exceed 12 feet (3.69 m) in height accessory to Group R-3 occupancy.
18. One-story detached animal cages and kennels, chicken coops, and animal pens provided the gross floor area does not exceed 400 square feet (37.2 m²) and the height does not exceed 6 feet (1.8 m) and at least one horizontal dimension does not exceed 12 feet (3.69 m).
19. Non-combustible livestock shelters provided that the gross floor area does not exceed 300 square feet (27.9 m²), the height does not exceed 12 feet (3.69 m), and at least 3 sides are each a minimum of 65 percent open.
20. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work where disabled access requirements do not apply.
21. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Permits for plumbing, electrical, and/or mechanical work associated with exempt work above may be required. Please contact the Building Division at (626) 939-8425 or visit the Building public counter at City Hall Room 215.

ELECTRICAL PERMITS

WORK EXEMPT FROM PERMIT: A electrical permit is not required for the following:

1. Minor repair work, such as the replacement of lamps, switches, receptacle devices, sockets, and the like, or the connection of portable motor and appliances to suitable receptacles which have been permanently installed
2. The wiring for temporary theater, motion picture or television stage sets.
3. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy
4. Low-energy power, control, and signal circuits that are not an integral part of an appliance and in which the power is limited from a source having a rated output of not more than 30 volts and 1,000 volt-amperes
5. Temporary decorative lighting
6. The installation of temporary wiring for testing or experimental purposes within suitable facilities
7. Replacement of over-current devices of the same type and the same rating
8. Portable generators, portable motors, appliances, tools, power outlets, and other portable equipment connected by means of a cord or cable having an attachment plug
9. Private telephone, intercom, sound and communication systems; provided, however, that the above system(s) do not exceed the value as indicated in (c) and (d) of this section. A permit shall be obtained for the power supplies required by the above systems.

MECHANICAL PERMITS

WORK EXEMPT FROM PERMIT: A mechanical permit is not required for the following:

1. Any portable heating appliance.
 2. Any portable ventilating equipment.
 3. Any portable cooling unit.
 4. Any steam, hot, or chilled water piping within any heating or cooling equipment regulated by this Code.
 5. Replacement of any component part or assembly of an appliance which does not alter its original approval and complies with other applicable requirements of this Code.
 6. Any portable evaporative cooler.
 7. Any refrigerating equipment which is a part of the equipment for which a permit has been issued pursuant to the requirements of this Code.
 8. Any unit refrigerating system.
-

PLUMBING PERMITS

WORK EXEMPT FROM PERMIT: A plumbing permit is not required for the following:

1. No permit shall be required in the case of any repair work as follows:
 - a. The stopping of leaks in drains, soil, waste or vent pipe; provided, however, that should any trap, drainpipe, soil, waste or vent pipe be or become defective and it becomes necessary to remove and replace the same with new material in any part or parts, the same shall be considered as new work and a permit shall be procured and inspection made as hereinbefore provided.
 - b. No permit shall be required for the clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures when such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
2. No permit, test or inspection shall be required where a plumbing system or part thereof is set up for exhibition purposes and has no connection with a water or drainage system.

**** PLANNING DIVISION APPROVAL:** In some instances, Planning Division may have specific restrictions on locations and heights as well as requirements on design. Just because a permit is not required from Building Division, it does not exempt the project from requiring Planning Division approval. Please contact Planning Division at (626) 939-8422 or visit the Planning public counter at City Hall Room 208.

**** Exemption from the 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, other laws, ordinances, or regulations, or required approvals from other County Departments and State and federal agencies.**
