



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

RESIDENTIAL ADU Handout #03A

The information in this handout provides general guidelines for the City of Covina Residential ADU (Accessory Dwelling Unit) Conversion/Alteration, Addition, or New permitting process. To obtain complete information for your project, please contact our friendly staff in person or over the phone at **Planning (626) 384-5450 and/or Building and Safety (626) 384-5460, during business hours (Monday through Thursday from 7:00 a.m. to 6:00 p.m.).**

What is required if I would like to build an ADU to my residence?

As each project is unique and requirements can vary per project, we recommend you first visit the City of Covina Planning Department counter to discuss your particular project. Your project must meet new addition compliance with current zoning codes, design guide lines, set-backs, as well as height and lot coverage restrictions. For every residential addition in the City of Covina, full sets of construction documents are required to be submitted, reviewed, and approved by various city departments before building permit issuance. The City of Covina highly recommends using the services of registered licensed professionals to design and provide all necessary documentation for the submittal and review process.

ZONING STANDARDS- PLANNING

Contact Planning regarding applicable development standards including, but not limited to, setbacks, building height, lot coverage, unit size, etc.

SEPARATE (ADDITIONAL) Address for the ADU - (application required)

- A new address assignment for the ADU is required PRIOR to plan check submittal.
- All plans should reference the new address for the ADU.
- A new address is required for separate mailing by the United States Postal Service.
- A new address is required for separate gas and/or electric utility meters. Southern California Gas and Southern California Edison **WILL NOT** set an additional meter for an existing billing address. Contact the respective utility agency for questions regarding new meters.

SCE 1-800-655-4555

So Cal Gas 1-877-238-0092

WATER AND SEWER SERVICES

- Prior to finalizing your plans for submittal, it is important to determine if you will need to upsize your main water line or your main sewer line. The number of all plumbing fixtures that will be feeding into the existing water and sewer lines for your property may be impacted by the addition of bathrooms, kitchens, laundry rooms, etc. for both supply and waste lines

ELECTRICAL SERVICES –

- If a separate meter is not proposed for the electrical utilities, a Load Calculation for the existing panel will be required when your plans are submitted in order to determine the ability of your existing service to provide sufficient power to the new ADU. In some cases, a separate meter may be required.
- If a subpanel is proposed a single line diagram will be required upon submittal, showing the main panel size and location for the exiting dwelling and the subpanel size and location for the ADU along with the location of any new conduit connecting the main dwelling panel to the ADU subpanel.

GAS SERVICES -

- If a separate gas meter is not proposed, it is important that you determine the capability of your existing gas line to provide enough gas pressure to any additional gas outlets that may be a part of your ADU development such as gas stoves, gas water heaters, gas furnaces or gas wall heaters. In some cases, a separate meter may be required.



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- It is recommended to you to consult with So California Gas prior to determining how the utilities will be set up at your property and any costs involved before you finalize your plans for submittal. They can provide you with cost information and availability of services.

The following construction documents are required: (See Handout #04 for minimum submittal requirements)

- Site Plan and Plot Plan
- Floor Plan (existing and proposed)
- Foundation Plan, Soils Report (if required)
- Roof/Floor Framing Plans
- Approved CUP incorporated in plan set
- Structural and Construction Details, Cross Sections, Structural Calculations (if required)
- Plumbing, Mechanical, and Electrical Plans
- Title 24 Energy Calculations and Forms

Plans must correctly identify and comply with current codes. Provide a statement on the title sheet of the plans indicating the project shall comply with the:

- 2019 California Residential Code (CRC)
- 2019 California Mechanical Code (CMC)
- 2019 California Plumbing Code (CPC)
- 2019 California Electrical Code (CEC)
- 2019 California Energy Code
- 2019 California Green Building Standards Code (CGBS)
- 2019 California Fire Code
- 2019 Los Angeles County Fire Code
- City of Covina Municipal Code Regulations and Ordinances

The construction plans must be legible and shall be drawn on 18" x 24" or 24" x 36" paper. Typically, plan scale is 1/8" for the Site Plan & Plot Plan, and 1/4" scale for the Floor Plan, elevations, sections, details, etc. For a residential addition, submit four (4) complete sets of plans and two (2) sets of other construction documents, such as Structural Calculations and Soils Report, if required. **Please note, a Title 24 package is always required.** Construction documents must be prepared by registered licensed professionals. However, for small residential additions, where the latest version of the **City of Los Angeles Wood Frame Prescriptive Provision for one story residential construction only (Type V construction)** can be utilized for design, the plans do not require preparation by registered licensed professionals. **Note: that Title 24 is still required.** For more information on the **Wood Frame Prescriptive Provision for one story residential construction only (Type V construction)**, please (see Handout #19)

Are building inspections required?

Yes. After building permits are issued and construction has begun, the contractor or owner/builder is required to schedule building inspections through all phases of the construction project. This is to insure code compliance and good workmanship.

Who should I contact with questions?

If you need further assistance, please contact our Planning Department at (626) 384-5450 or our Building and Safety Department at (626) 384-5460.