



Public Works Department
BUILDING DIVISION
1444 West Garvey Avenue
West Covina, CA 91790
626-939-8425

Who can pull a Building permit?

Who Can Pull a Building Permit?

Property Owners, State of California Licensed Contractors, or Agent for property owner or contractor may pull a permit with the following paperwork. A tenant of a building cannot pull a permit unless he/she is an agent for either the Property Owner or Contractor. Complete paperwork must be present at time of permit issuance.

Property Owners

- Photo identification (Driver's License, State Issued ID card, Alien Registration Card or Passport)
- Proof of ownership if there has been a recent transfer of ownership (Los Angeles County recorded Grant Deed, Trust Deed, or Property Tax Statement)
- **Agents for the property owner**
 - A notarized letter of authorization with the statement as noted below:
I (*Name of Property Owner*) hereby authorize (*Name of Applicant*) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain building permit(s) for my project at: (*Project Address*).
 - Photo identification (Driver's License, State Issued ID card, Alien Registration Card or Passport)

Contractors

- Photo identification (Driver's License, State Issued ID card, Alien Registration Card or Passport)
- Current City of West Covina Business License. Contact the Business License Support Center to obtain a new business license or renew existing license: (888) 602-0239.
- Current State of California Contractor's License & classification (pocket card)
- Proof of valid and current Worker's Compensation Insurance
- **Agents for the contractor**
 - Letter of Authorization on the Contractor's company letterhead or a notarized letter from the license holder authorizing the applicant to pull the building permit.
 - Copy of current State of California Contractor's License & classification (pocket card)
 - Photo identification (Driver's License, State Issued ID card, Alien Registration Card or Passport)

Engineering Permits (Work in the public right of way, obstructions, grading, retaining walls, sewer connections, etc.)

General Liability Insurance in the amount of \$1,000,000 with the City of West Covina additionally insured and cancellation should read "30 day written notice". (This is required for any work on public streets, sidewalks, parkways, paseos, or other property.)

Trust-owned property: Provide a copy of the trust agreement showing the applicant as a trustee or executor of the trust.

Corporation, LLC or Partnership-owned property: Provide documentation showing the applicant as the President, Vice-President, CEO, partner, or Agent for Service of Process.