

Why City of El Monte Building Division?

The City's Building Division is responsible for the implementation and enforcement of City and State codes and standards relating to the construction, remodeling, alteration, repair and demolition of buildings and structures located within the City. To ensure that construction work complies with the various codes and standards, the City requires permits, inspections and approval of the work.

Where is the Building Division located and what are the office hours?

The City's Building Division is located at the El Monte Civic Center, City Hall West-2nd Floor, 11333 Valley Blvd., El Monte, California 91731. The office is open Monday through Thursday between the hours of 8:00 a.m. to 5:30 p.m. (the last permit or plan review submittal is 4:30 p.m.). The City's building inspectors are available for assistance or to answer questions either on the phone at (626) 580-2050 or in person at City Hall West on Mondays through Thursdays between the hours of 8:00 to 8:30 a.m. or 4:30 to 5:30 p.m.

When is a building permit required?

Building permits are required for most types of construction work, including new buildings and structures, swimming pools and spas, masonry fences and retaining walls that are greater than 3'0" in height, patio covers, room additions, garage additions, reroofing, removing or relocating interior walls, remodeling, installing or replacing siding or cement plaster and certain types of windows.

When is an electrical permit required?

Electrical permits are required to install, relocate or alter the electrical wiring of any building, structure or swimming pool, including the installation of new subpanels, circuits and services. Please note that a permit is not required to change out an existing receptacle, switch or lighting fixture.

When is a plumbing permit required?

Plumbing permits are required to install, relocate, alter, reconstruct, remove or repair any water, sewer, septic, drainage or gas system and to replace or install water heaters, dishwashers, garbage disposals and plumbing fixtures.

When is a mechanical permit required?

Mechanical permits are required to install pre-fabricated factory built fireplaces and alter, relocate or replace any furnace or air conditioning unit except portable or window type units.

How long are the building plan review and various permits valid for?

The building plan review expires by time limitation and becomes null and void if plan approval and the building permit are not obtained within 180 days (6 months) from the date of plan submittal. One or more 180 day time extensions may be granted beyond the 180 day time limit; however, the request must be submitted in writing prior to the expiration of the plan review and include a valid reason for delaying the project. Once a plan review expires, new plans and fees are required in order to reinstate the plan check.

Permits expire by time limitation and become null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if any work is suspended or abandoned for a period greater than 180 consecutive days or if no progressive work has been verified by a City of El Monte Building Inspector for a period of 180 consecutive days. Please note that a 180-day time extensions may be granted beyond the 180-day time limit; however, the request must be submitted in writing prior to the expiration of the permit and include a valid reason for delaying the project. Once a permit expires, a permit renewal fee must be paid to the City to reinstate the permit.

What does it cost to obtain a permit or plan review?

The El Monte City Council has established a fee schedule, which varies depending on the nature, scope and extent of the construction work. Please note that a copy of the fee schedule is available as a handout either in person at City Hall West or on the Building Division's web page located on the City's web site under "Forms and Publications". Please call Building Division staff for further information and assistance.

What is a Stop Work Order?

Each property owner is responsible for ensuring that all required City permits and approvals are obtained prior to the start of construction work. Should work start without the required permits, the City building inspector can issue a Stop Work Order and/or order that non-permitted construction work be removed; further, starting work without the required City permits may result in penalty fees being assessed.

What are the plan requirements for a typical construction project?

New buildings, room additions, garage additions and most types of interior or exterior alterations require that building plans be prepared by the owner or owner's representative and that three sets be submitted to the City's Building Division for plan check. In general, plans should contain the following: (1) fully dimensioned plot plan; (2) elevation(s); (3) floor plan; (4) roof drainage plan; (5) structural section(s); (6) foundation plan; (7) slab plan; (8) roof, ceiling and floor framing plans; (9) energy calculations (if applicable); and, (10) structural calculations (if applicable). Please note that a soils report and grading

and drainage plan may be required depending on the nature and extent of the proposed work. In addition, the City's Planning Division must approve most construction plans before the plans can be submitted to the City's Building Division for plan check. Also, minor projects may qualify for an over-the-counter plan review; please call staff for further information and to verify availability of the plan checker.

The plan review process averages 10-15 business days each time the plan is submitted to the City for plan review or plan review corrections. Three City departments, including Building, Planning and Engineering, will review most projects. In addition, some projects must be reviewed and approved by the Los Angeles County Fire Department prior to issuance of the building permit by the City. Upon plan approval and permit issuance, the applicant will receive an inspection record job card and one set of approved building plans, which must be made available to the inspector for each inspection.

Where can I submit plans to Los Angeles County Fire Department for plan check?

Los Angeles County Fire Department plan checks most single family dwellings and minor construction projects, commercial kitchen hood fire protection systems and fire sprinkler systems that involve altering 20 or less heads at the County's Public Works building located at 125 South Baldwin Avenue, Arcadia, 91007, phone number (626) 574-0949. The plan review for all other buildings, fire sprinklers systems with more than 20 heads and fire alarm systems are done at the Los Angeles County Fire Department Office located at 5823 Rickenbacker Road, Commerce, CA, 90040, phone number (323) 890-4125.

What types of construction handouts are available from the City?

The City has numerous construction handouts available either in person at City Hall West or on the Building Division's web page located on the City's web site under "Forms and Publications".

What are the required inspections for a typical residential addition?

Depending on the nature and extent of the construction work, the following inspections are normally required:

- 1. Foundations.** To be made after excavations for footings are complete and required reinforcing steel is in place. Also, all required form boards and holdowns must be placed prior to inspection.
- 2. Concrete Slab or Under Floor Inspection.** To be made after all in slab or under-floor building systems are in place and approved by the inspector, including plumbing, gas, electrical conduit and floor

framing but before any concrete is placed or floor insulation or sheathing installed.

3. **Under Floor Insulation.** To be made after all required insulation is in place but before the subfloor is installed.
4. **Frame Inspection.** To be made after the roof sheathing, framing, fire blocking and wall bracing are in place and all windows, chimneys and vents are complete and the rough electrical, plumbing and heating/air conditioning are inspected and approved.
5. **Energy and Insulation Inspection.** To be made after all required insulation and caulking is completed but before walls are covered.
6. **Lath and Drywall Inspection.** To be made after all lathing and drywall is in place but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.
7. **Final Inspections.** To be made after the work or building is completed.
8. **Other Inspections.** In addition to the above inspections, additional inspections may be required depending on the nature and extent of the work being done.

How do I arrange for an inspection?

All inspections must be called into the City's Building Division during regular business hours at least one-business day in advance of the inspection. Inspections will be conducted on Mondays through Thursdays between the hours of 8:30 a.m. - 4:30 p.m. You may request that the inspection be made in either the a.m. or the p.m.; in addition, the inspector will provide a 2-hour timeframe for the inspection, providing that you contact our office on the scheduled day of the inspection.

What can I expect during the inspection?

The City building inspector will review the construction work for compliance with the approved plans (if applicable) and City and state building and safety codes. If the work is not in compliance with the code or the approved plans, the inspector will issue a Correction Notice that will itemize the corrective action required for compliance. Otherwise, the inspector will sign the job card and work may proceed. Depending on the nature and extent of the construction, an inspection usually takes between 15 minutes and 1 hour.

What are the permitted construction hours within the City?

The City's construction working hours are 6:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 7:00 p.m. on Saturday and Sunday.

Do I need a City inspection before I can sell my property here in El Monte?

The City of El Monte requires most properties located within the City to undergo an inspection prior to the property being sold. Please contact the City's Building Division staff during regular business hours for additional information and requirements.

How can a contractor obtain a City of El Monte business license?

The business license is available either with the permit at the Building Division counter or directly from the City's Licensing Department in the East City Hall. Please call Building Division staff at (626) 580-2050 or Business License staff at (626) 580-2031 for further information.