



CITY OF EL MONTE

Community and Economic Development Department Building Division

Simple Process for Commercial Tenant Improvement (TI) or Residential Remodel in the City of El Monte

- **Submit Plans and Obtain Permits**
 - Prepare detailed drawings (e.g., floor plans, MEP layouts, accessibility details) per CBC Section 107.2. A Registered Design Professional is required for all commercial projects.
 - 3 sets of plans or Digital preferred.
 - Fill out applications for all proposed work (e.g., building, electrical, plumbing, mechanical) All applications can be found on the city website or obtained in person at the Building Division counter at city hall. A properly licensed contractor will be required to secure all permits. “Owner-Builder” Is only allowed for residential projects.
 - Submit plans to the City of El Monte Building Division to start the review process.
 - After the review process is complete, obtain the applicable permit(s) for the project.
 - Pay permit fees based on project valuation, per City of El Monte fee schedule.
 - If any work is proposed in the public right of way, the Engineering department must review and approve all work.
 - If a fire sprinkler or hood suppression system is proposed, permits will be required from the Building Division after LA County Fire Prevention approval of plans.
- **Construction Phase**
 - Execute work per approved plans, ensuring licensed contractors perform the remodel. Exception: Owner-Builder approved permits.
 - Schedule all applicable inspections by contacting the Building Division & Planning Division. (Engineering Department for grading and if work is proposed in the right of way)
 - Coordinate with the LA County Fire Prevention for inspections of any fire related protection systems if applicable.
 - Plan revisions will need to be submitted to the Building & Planning Divisions for review if applicable.
- **Final Approval and Occupancy**
 - Pass all required inspections (building, fire, accessibility) by the City of El Monte Planning & Building Divisions, Engineering Department, Fire Department, and Health Department If applicable.
 - All commercial projects shall obtain a Business Occupancy Permit from the Planning and Building Divisions. Exception: “Shell” only Type structures will be issued a certificate of Occupancy”
 - Finalize all permits with the City of El Monte Building Division.