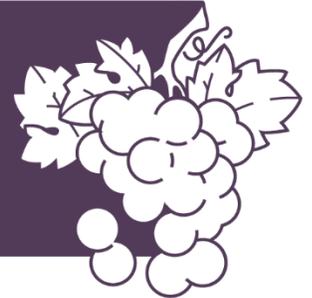


ACCELERATE



Applying for a Building Permit



Building Department Online Application Process

Please note – paper applications are no long accepted.

1. Register for a plan check/permit account (**Note - if you have previously registered, begin at step 2**):

- Navigate to www.CityofRC.us/Accelerate
- Click **New Users: Register for an Account** and follow the prompts

Home Building & Safety / FCS Engineering Fire District Planning

Welcome to the City of Rancho Cucamonga's new Citizen Portal, **Accelerate**

We are pleased to offer our citizens, businesses, and visitors access to **Accelerate** online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Login
User Name or E-mail:
Password:

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- When you are finished registering, a note will appear informing you that you registered successfully.

2. Fill out the online plan check/permit application:

- Navigate to www.CityofRC.us/Accelerate
- Login
- Go to the **Building and Safety/FCS** box near the center of the screen

General Information
[Lookup Property Information](#)
[Search for a Licensee](#)

Building & Safety / FCS
[Create an Application](#)
[Search Permits / Plan Checks](#)
[Schedule an Inspection](#)

Engineering
[Create an Application](#)
[Search Permits / Plan Checks](#)
[Request an Inspection](#)

Fire District
[Apply for a Special Event Permit](#)
[Search for Records and Reports](#)

Planning
[Create an Application](#)
[Search Permits / Plan Checks](#)

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- d. Click **create an application** and follow the prompts. You will see two drop-down menus. The type of project that you are applying for will determine which item to choose from the drop-down menus. On the first drop-down choose the [category](#). On the next drop-down choose the [actual permit](#) you are applying for. When entering the job address, enter the address **number only** – leave out the street name and prefix; then click search. Continue following the prompts. ****During the process of filling out the application, you will come upon a screen that will give you the option of uploading your plans (if applicable). If you are at City Hall using City computers, skip this step. Continue to follow the prompts until you are finished with the application. At the final screen, scroll to the bottom and you will see the plan check/permit number, which will begin with PMT2015- _____.**
3. Come to City Hall, Building & Safety Counter with your plans (if applicable) and the PMT number noted previously.

Notes:

1. You will have categories and permits for all projects with the exception of plan submittals for new tract homes, new apartment complex, new condominium complex, etc.
2. For minor projects that normally are a same-day approval such as RESIDENTIAL block walls, retaining walls, photovoltaic systems, patio covers, etc., it is recommended that you come to City Hall to submit your permit application to ensure a rapid approval process.



Creating New Applications – Where to Find What You Need

First of all, determine what **category** you are applying for:

Category	Explanation
Commercial	<p>With the exception of Tenant Improvements, all Commercial and Industrial construction including Mechanical, Electrical, Plumbing and Septic work located on commercial sites.</p> <p>Commercial Miscellaneous refers to items that do not add usable square footage to the structure such as Antennas, Cell Sites, Fencing, Block Walls, or Solar Systems.</p>
Residential	<p>For all new construction, mechanical, electrical, plumbing and/or septic activities for a residential address. This includes - New Homes, Remodels, Additions, Photovoltaic Panels, Patios, Decks, Block Walls, Swimming Pools, Reroofs, Balconies, HVAC, Electrical, Plumbing and Septic.</p> <p>Residential Miscellaneous refers to items that do not add usable square footage to the structure such as fencing, block walls, balconies, decks, patio covers, roofs, swimming pools or solar systems.</p> <p>No Plan Permits may be used for furnaces, coils or condensers installed in the same location, electrical panel upgrades or water heater replacements.</p>
Fire Construction Services (FCS)	For all items such as High Pile Storage, Hazardous Materials, Fire Protection Plans, Fire Sprinkler Monitoring to fire sprinklers or alarms.
Grading	For all required grading permits, whether commercial or residential.
Mobile Home	For Mobile homes within one of the 8 mobile home parks within Rancho Cucamonga. These include new coach installation or re-installation or items such as carports, porches, patios, electrical, plumbing or mechanical for work on the “outside” of the coach. All work on the inside of the coach is under CSD jurisdiction.
Tenant Improvements	For changes made to a commercial or industrial property by its owner or tenant. This may include a change in occupancy.
Water Quality Management Plan	For final plans specific to a Water Quality Management Plan (WQMP).

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Then, under that category, select the [actual permit](#) you are applying for. See examples below:

Description of Proposed Work	Category	Navigation Path
Appliances	Commercial	Trade MEP
Appliances	Residential	Electrical
Balcony	Commercial or Residential	Miscellaneous
Block Wall	Commercial or Residential	Miscellaneous
Boiler/Compressor	Commercial or Residential	Mechanical
Building Sewer	Commercial	Plumbing
Cell Sites	Commercial	Miscellaneous
Deck	Commercial or Residential	Miscellaneous
Demolition	Commercial or Residential	Miscellaneous
Dust Collection Systems	Commercial	Trade MEP
Electrical	Commercial	Trade MEP
Electrical Panel Upgrade Permit	Residential	No Plan Permit (100% Online) or Electrical
Exhaust Hood	Commercial or Residential	Mechanical
Fencing	Commercial or Residential	Miscellaneous
Fire Alarm/Fire Sprinkler Monitoring	FCS	Fire Alarm
Fire Hood Suppression	FCS	Fire Suppression - Fixed
Fire – Other Fixed Suppression Systems	FCS	Fire Suppression - Fixed
Fire Protection Plan	FCS	Fire Protection Plan
Fire Sprinklers	FCS	Fire Suppression – New or Tenant Improvement
Fire Underground	FCS	Underground Fire Service
Fuel Dispensing System	FCS	Fuel Dispensing
Hazardous Materials	FCS	Hazardous Materials
High Pile Storage	FCS	High Pile Storage
HVAC, Compressors	Commercial	Trade MEP
HVAC	Residential	No Plan Permit (100% online) or Mechanical
Interior Partition Wall	Commercial or Residential	Miscellaneous
Interior Remodel	Residential	Miscellaneous
Mobile Home Miscellaneous	Mobile Home	Mobile Home (Miscellaneous)
Mobile Home New or Re-install	Mobile Home	Mobile Home (New/Reinstall)
New Building, Apartment or Home	Commercial or Residential	New Construction
Paint Spray Booth	Commercial	Miscellaneous
Patio Cover	Commercial or Residential	Miscellaneous
Photovoltaic (Solar)	Commercial or Residential	Miscellaneous
Plumbing	Commercial	Trade MEP
Plumbing Fixtures	Residential	Plumbing
Refrigeration Unit	Commercial	Trade MEP
Retaining Wall	Commercial or Residential	Miscellaneous
Roof/Reroof	Commercial or Residential	Miscellaneous

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Description of Proposed Work	Category	Navigation Path
Room Addition	Commercial or Residential	New Construction
Septic	Commercial or Residential	Septic
Solar (Photovoltaic)	Commercial or Residential	Miscellaneous
Storage Racks	Commercial or Residential	Miscellaneous
Storage Shed	Commercial or Residential	Miscellaneous
Swimming Pool	Commercial or Residential	Miscellaneous
Temporary Power	Commercial	Trade MEP
Temporary Power	Residential	Electrical
Tenant Improvement	Tenant Improvement	-
Water Heater Replacement	Residential	No Plan Permit (100% Online) or Plumbing