

## How to Submit Electronic Documents to Building & Safety / Fire Construction Services

### Application

1. Create an application in Accelerate.
2. Upload the plans formatted as described in the EDR Requirements guide. If possible, please submit the plans as a single file and any related documents/reports as separate files.
3. Submit the application in Accelerate.
4. City Staff will review your submittal to verify that EDR requirements have been met.
5. A Public Service Technician (PST) will review the scope of work and assess the fees and may contact you if there are questions. Please make sure to enter a descriptive scope of work.

### Fees

1. A PST will invoice the plan review fee and notify the applicant that plans will be routed once this fee has been paid. Feel free to email [building@cityofrc.us](mailto:building@cityofrc.us) to confirm fees were received.
2. Once the PST has verified fees have been paid, PST will then accept the submittal and electronically route the plans to the required plan reviewers.

### Plan Review

1. Once all of the required departments have completed their reviews, the applicant will be notified that there are either corrections or approval.
2. The applicant will be notified by email if there are corrections.
3. The plans with comments and the correction list will be uploaded to the applicant's Accelerate account.

### Permit Issuance

1. When the corrections have been made, upload the complete set of plans with the corrected pages included to the attachments section of Accelerate along with a response list. Please do not re-submit partial plans. Plans must be submitted in a complete set. Submit supporting documents in a separate file from plans. Please note that files uploaded are limited to 30 MG byte files, if the files exceed this then submit in parts. Label documents by permit number and by resubmittal type and number.
2. When the plans have been approved, there still may be other agency approvals involved, i.e., school district fees, Cucamonga Valley Water District release, Health Department approval. These approvals need to be met prior to permit issuance.
3. Once all requirements have been met, permits may be issued. Please note that commercial projects with a scope of work over \$500 must be issued to a California Licensed Contractor.
4. The approved plans will be uploaded to the Accelerate site by a PST.