

ACCELERATE



Applying for a Tenant Improvement Permit

ACCELERATE



Log in to Accelerate and either create an application for a new record or search permits/plan checks to resume an existing application.

Home Building & Safety / FCS Engineering Fire District Planning

Welcome to Accelerate Wiehle-Carr architecture
You are now logged in and able to use the services of Accelerate.

What would you like to do today?
To get started, select one of the services listed below:

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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Your cart is empty.

[Formatting Procedures for Electronic Document Review and Submission Requirements](#)

Home Building & Safety / FCS Engineering Fire District Planning

[Create an Application](#) | [Search Permits / Plan Checks](#) | [Schedule an Inspection](#)

Records

Any applications for permits submitted by you will be listed below. The overall status of the application submitted will be listed for your reference. You may also search on other records in the system by entering key search fields.

If you have any questions regarding your application, please contact the Building & Safety Department at (909) 477-2710.

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#) [Show on Map](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Address	Status	Action
<input type="checkbox"/>	01/30/2015	15TMP-000530	Tenant Improvement		10601 Civic Center DR, Unit 100-C, United States		Resume App
<input type="checkbox"/>	01/20/2015	PMT2015-00233	Tenant Improvement	Tenant Improvement-Spec Suite	10601 CIVIC CENTER DR, 140, RANCHO CUCAMONGA 91730	Ready to Issue	Pay Fees Du

Search for Records
Enter information below to search for various records. You may search on a variety of fields such as:

- Site Address

If you have an existing record that you want to resume, click on the resume app here.



Step 1 for new and resumed:

Enter the street number (leave all of the other information blank). Click on search.

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5 6 7

Step 1: Step 1 > Location * indicates a required field.

Address

Please enter the street number and/or street name to begin your application. Once entered, click the search button and this will populate the parcel and owner data on file.

If you will be submitting documents and/or plans with your application, please review the formatting and submittal requirements detailed [here](#).

If you have any issues or cannot find your address or unit number, please contact the Building & Safety Services staff at (909) 477-2710.

Use map to select work location: 

* Street No.: x * Street Name: Street Type:

Unit Type: Unit No.:



A list will pop up with selections that have that street number. Click on the dot next to the selection that you want and scroll down to click select.

Address Search Result List

Addresses

Showing 1-10 of 15

Address	City	State	Zip
<input type="radio"/> 10601 CHURCH ST, 101, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CHURCH ST, 104, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CHURCH ST, 105, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CHURCH ST, 118, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CHURCH ST, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CIVIC CENTER DR, 100, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CIVIC CENTER DR, 100-I, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CIVIC CENTER DR, 120, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CIVIC CENTER DR, 140, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730
<input type="radio"/> 10601 CIVIC CENTER DR, 160, RANCHO CUCAMONGA 91730	RANCHO CUCAMONGA		91730

< Prev 1 2 Next >

Select Cancel



Step 2 - Contacts

The next section is the “contacts”. If you are an architect, you only need to fill out the contact area. Click on “select from account” and your contact information will be filled in based on your Accelerate account.

The licensed professional area refers to the CSLB license number, not your architect license number, so skip that part.

If you are a contractor, complete the Licensed Professional section.

Tenant Improvement

1 Step 1 **2 Step 2** 3 Step 3 4 Step 4 5 Step 5 6 7

Step 2 : Step 2 > Contacts * indicates a required field.

Applicant

Fill in the fields below or select Auto-fill to use your registered contact information.

✓ **Contact added successfully.**

Louis Whiele
louis@wiehleccarr.com
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ **Contact Addresses**

[Add Additional Contact Address](#)

To add a contact address, fill in the fields below and click the Save button. For additional addresses click the "Add Contact Address" link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Licensed Professional

To enter a Licensed Professional, fill in the fields and continue. To find a Licensed Professional in the system, enter the search criteria (First name, Last name and/or State License Number) and click the Search button.

[Add New](#) [Look Up](#)

[Continue Application »](#) Save and resume later:



Step 3 – Job Description

The next step is to complete the description of the work to be performed. Be as descriptive as possible:

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5 6 7

Step 3: Step 3 > Job Description
Please enter detailed job description information to assist the City in understanding your needs. * indicates a required field.

Job Description

Detailed Job Description:
343 Sq ft office tenant improvement

Continue Application » Save and resume later: [icon]

Step 4 – Tenant Improvement Information

Continue to the item breakdown screen. This is where you enter the T/I information. Click the button that says “add a row” and then look for your info on the dropdown menu. Any Plumbing, electrical or mechanical items should be added on the appropriate sections.

Step 5 - Attachments

Then you will get to the “attachment” area. Please check the electronic document guidelines for how to correctly submit all plans:

1 2 3 Step 3 4 Step 4 5 Step 5 6 Review 7 Record Issuance

Step 5: Step 5 > Attachments
* indicates a required field.

Attachment

This section will maintain a record of all the attachments provided to this project. This includes plans, drawings, specifications, structural calculations, worksheets, letters, photos, or miscellaneous information that you submit/upload to the City/Fire District. Any revisions made to plans or other documents by City/Fire District staff will also be listed in the Attachments section.

Please ensure that all plans/drawings submitted for Electronic Plan review follow these precise [guidelines](#).

The maximum file size allowed is 30 MB.
Html;htm;mhtml;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application » Save and resume later: [icon]

The last step is to look over the information to see if anything is missing. If you are ok with the information, you can click continue to complete the application.

Contact accelerate@cityofrc.us if you have any questions or need assistance with your application.