



EDR (Electronic Document Review) Submittal Process Building and Safety Services Department

Submission Requirements

The City of Rancho Cucamonga Building and Safety Services Department requires electronic plans/documents submittal via the City's **Online Permit Center** portal located at www.cityofrc.us/onlinepermitcenter for permit applications.

Please note that the electronic submittal method must be consistent for the duration of the entire project. Paper plan submittals are not accepted.

For questions regarding the electronic submittal process, please email EDRNotification@cityofrc.us or email BuildingandSafety@cityofrc.us.

Electronic Submission Process

1. Initiate an Application

To get started, go to the City's **Online Permit Center** website www.cityofrc.us/onlinepermitcenter and follow the links to create an **Online Permit Center** user account (click **Register for an Account**). Once you have created an **Online Permit Center** user account you will then apply for the appropriate application that matches the permit scope of work you are applying for by logging into your **Online Permit Center** user account and clicking the **Building and Safety** tab and then click **Create an Application**. Follow the prompts. As you are filling out the application, you will come across a screen that lists the different record types.

- For all New Residential or Commercial projects, including Solar Permits, Patios, RE-roofs, Swimming Pools, HVAC, etc. select "Building & Safety" and then "Create an Application"
- For Residential or Commercial Fire Sprinklers, Fire Alarms, Fixed Fire Suppression, Hazardous Materials, or High Pile Storage, etc. select "Building & Safety" and then "Create an Application"

Complete the application per the fields on the **Online Permit Center** and follow the instructions to upload plans under **Attachments**. The plans should be submitted in a **single, black and white pdf document**. Plans must be scaled and oriented correctly and must not exceed 100 MB. Do **NOT** submit individual sheets as separate pdf documents. For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), using the least number of files possible. Provide a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to page 2 of this document. **IMPORTANT: When going through the process to upload plans, please remember to choose a "type" from the drop-down document list and also type a description in the box provided prior to saving (see page 6).**

Once the application has been submitted, you will receive confirmation and be given a permit number (PMT). Then the system will automatically notify staff that an application has been submitted with an electronic plan upload. Staff will review the application for completeness and verify that the plans were uploaded with the correct formatting. Staff will then contact the applicant within two (2) business days for payment of the intake fee. Once payment is made, staff will then follow their internal workflow to review the plans/drawings and provide comments. Once the plans are formally submitted, the turn-around time is approximately 10-15 working days.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through your **Online Permit Center** account under the **Record Info** tab under the **Processing Status** selection. Please use the arrows to get more detailed information. When City staff have completed their review of the plans/drawings electronically, you will receive an email informing you that the plans/drawings are ready with corrections or have been approved. If corrections, you will be instructed through email to locate the Corrections List in the **Attachments**. If the Plans Examiner red-lined the plans, those red-lined plans will also be in the **Attachments** under the **Record Info** drop-down.

Checking your application online through the **Online Permit Center** will provide you with the latest status of your plan review. You can check the **Online Permit Center** 24/7 and we recommend checking online first prior to calling City Hall.

3. Re-submittals (corrections vs. revisions):

Re-submittal: Once plans are submitted for plan check for a new construction project, and once those plans have gone through the first round of plan check, the Plans Examiner may find that changes need to be made to the plans for the project to meet minimum code requirements. The Plans Examiner will create a **Corrections List** of the items that need to be changed. Once that is done, the plans will be required to be changed based off the Plans Examiners comments shown on the **Corrections List** and then the plans will need to be **re-submitted** electronically (a new **FULL SET** of plans that includes the corrected sheets).

If a re-submittal is required, go to the **Attachments** option of the **Record Info** drop-down to upload your new corrected **FULL SET** of plans to the open record in the **Online Permit Center**. **A complete set of any plans/drawings that were revised must be uploaded, with all corrections clearly marked. In addition, please upload a response list as a separate upload. Do NOT submit individual plan sheets as separate PDF documents.**

Revision: Once the plans have gone through the plan check process and have been approved, a permit will be issued. However, at times, the applicant either needs or wants to change what was originally approved. This type of review is called a **revision** and requires that the applicant submit/upload **only the revised PLAN SHEETS** (not a full set) for review. First, please email EDRNotification@cityofrc.us to obtain a **REV** record number. A narrative is also required to be uploaded as a separate file that explains what changes are being made.

Applicants are responsible for printing a City-stamped REVISED set of plans for use in the field by contractors and inspectors.

4. Approval

Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued. After the permit is obtained, the City-stamped permit set of plans/drawings will be available on the **Online Permit Center**.

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

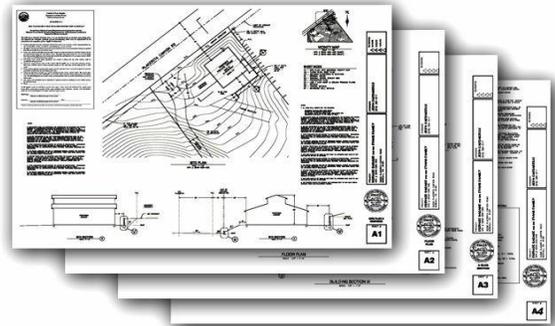
PDF Formatting Requirements

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

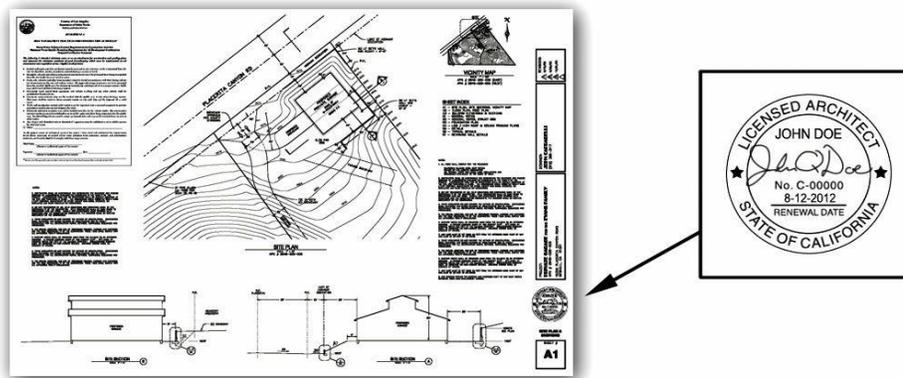
Layers: No multiple layers. Layers must be merged or flattened

File Size: 1-megabyte (MB) avg. per sheet. 100 MB total

Grouping: Multiple-sheet PDF (single file with multiple sheets)

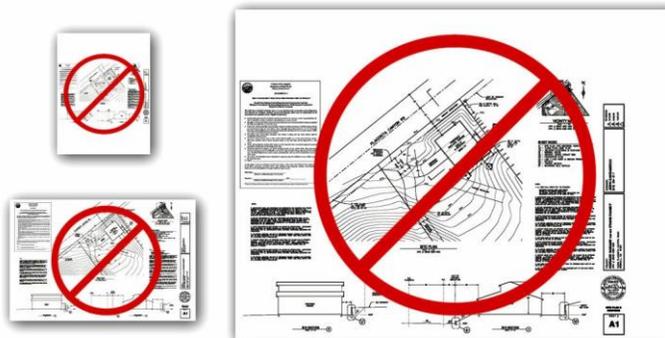


See "Formatting Q&A" on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCRTITLE16, Div. 5, Sec.411e).

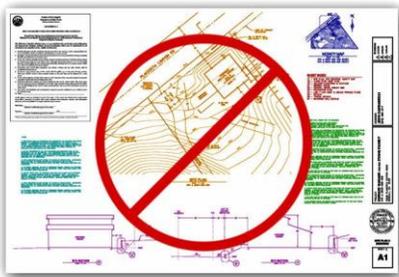


✓ Correct

All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted.

Formatting Q & A:

Question:

Why does Rancho Cucamonga only accept PDF plans?

Answer:

Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards, as necessary.

Question:

Are raster-based PDF files acceptable?

Answer:

Yes, assuming they meet the size limitation requirement of no more than 100MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question:

How do I combine multiple PDFs into a single file?

Answer:

There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate and rearrange PDF files.

Question:

My PDF files are too big. What am I doing wrong?

Answer:

Property formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all the shade and color data. Plans must be saved as 1-bit (monochrome).

Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of loss less compression (such as LZW. When creating or saving PDF files, remember to specify “compressed”.

Question:

How do I convert vector-based PDF to a raster-based PDF if my file size is too large?

Answer:

The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TI for PNG). The format of the raster images is important (300ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question:

Some raster images are loading slowly in the PDF reader. What am I doing wrong?

Answer:

Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency “off” before plotting.

*Type:

Remove

File:

block wall city standard.pdf

*Description:

Save

Add

Remove All

Continue Application »

Save and resume later

*Type:

*Type: Your choices on this drop-down menu are:

Correspondence: letter, memo, etc

Documents/Reports: structural calculations, T24 energy calculations, truss calculations, soils report, etc

Photo(s): self-explanatory

Plans/Drawings: Architectural plans, plumbing plans, electric plans, mechanical plans, structural plans, etc.

*Description:

Description of uploaded items examples are:

Plans for free-standing block wall

Structural calculations for free-standing block wall

Letter from engineer