



www.cityofrc.us/onlinepermitcenter

- STEP 1:** Click **Register for an Account** (follow the prompts);
- STEP 2:** When finished registering **Login** to your account;
- STEP 3:** Click the **Building and Safety** tab;
- STEP 4:** Click **Create an Application** located directly under the building and safety tab (follow the prompts).

Building

JOB ADDRESS TIP: WHEN ENTERING THE JOB ADDRESS, ENTER ONLY THE ADDRESS NUMBER AND NOTHING ELSE ON THAT SCREEN, THEN CLICK SEARCH

- **Alternate Methods**
- **Commercial Miscellaneous**
- **Commercial New Construction**
- **Commercial Septic Permit**
- **Commercial Trad MEP Permit**
- **Fire Alarm**
- **Fire Fixed Suppression**
- **Fire Protection Plan**
- **Fire Sprinkler Monitoring**
- **Fire Sprinkler New Construction**
- **Fire Sprinkler New Residential**
- **Fire Sprinkler Tenant Improvement**
- **Fuel Dispensing System**
- **Hazardous Material**
- **High Pile Storage**
- **Mobile Home (Miscellaneous)**
- **Mobile Home (New/Re-install)**
- **No Plan Check Required Permit**
- **Private Underground Fire Service**
- **Residential – Solar/Photovoltaic**
- **Residential Electrical Permit**
- **Residential Mechanical Permit**
- **Residential Miscellaneous**
- **Residential New Construction**
- **Residential OWTS – Septic**
- **Residential Plumbing Permit**
- **Tenant Improvement**

PERMIT APPLICATIONS ARE REQUIRED TO BE FILLED OUT ELECTRONICALLY. COMPUTERS IN OUR ROTUNDA ARE PROVIDED FOR YOUR CONVENIENCE – PLEASE USE THIS INFORMATION SHEET AND/OR CITY STAFF TO ASSIST YOU

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A **No Plan Check Required Permit** include only **electric service panel upgrade, condenser, forced air unit, HVAC replacement only, water heater and tankless water heater** (these types of permits can be processed and issued **100%** online including payment from your office/home computer without having to make contact and/or come into the Building and Safety Services Department).