

Accessory Dwelling Unit (ADU)

1 Location	2 Contacts	3 Job Details	4 Permit Information	5 Attachments	6	7	8
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Step 1: Location > Location Information

Show Map

* indicates a required field.

Address

Please take the following steps to begin your application:

1. Enter the street number then click the search button.
2. The system will list possible street names associated with the street number.
3. Select an address. Once selected, the parcel and owner data on file will populate automatically on your application.

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 and Safety Services staff at (909) 477-2710 or email EDRNotification@cityofrc.us

* Street No.:	* Street Name:	Street Type:
<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:	
<input type="text" value="--Select--"/>	<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Create an Application Search Permits / Plan Checks Schedule an Inspection

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Step 2: Contacts > Contacts

* indicates a required field.

Owner

Please fill out the owner's contact information.

Select from Account

Add New Contact

Applicant

Click on the "Select from Account" button below to auto-fill your registered contact information.

Select from Account

Add New Contact

Look Up

Licensed Professional

Please select "Add New" to input the Licensed Professional's State License # (aka Contractor's State License #).

Add New

Save and resume later

Continue Application >>

Step 3: Job Details > Job Information

Please enter brief job description.

* indicates a required field.

Detail Information

Detailed Job Description:

Detached 800 sq ft Accessory Dwelling Unit

Job Details

ADU INFORMATION

* LOT SIZE:	<input type="text" value="11000"/>
* # OF UNITS:	<input type="text" value="1"/>
* ACCESSORY DWELLING UNIT TYPE:	<input type="text" value="Detached new structure"/>
* ADU SQ FT:	<input type="text" value="800"/>
* JUNIOR ACCESSORY DWELLING UNIT TYPE:	<input type="text" value="N/A"/>
* JUNIOR ADU SQ FT:	<input type="text" value="0"/>
* SEWAGE DISPOSAL SYSTEM:	<input type="text" value="Private sewage disposal"/>
SIZE OF EXISTING PRIVATE SEWAGE DISPOSAL SYSTEM (GAL):	<input type="text" value="1100"/>
* SEPARATE ADDRESS REQUESTED:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* SEPARATE ELECTRICAL METER REQUESTED:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Accessory Dwelling Unit (ADU)

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Step 4: Permit Information > ADU Permit Information

Please complete the fields below, identifying the type of work you are performing by clicking on the "Add a Row" button to add lines. Providing this information will prevent delays on your submittal.

* indicates a required field.

Permit Information

Please identify the type of construction and the applicable square footage.

AREA INFORMATION

Showing 1-1 of 1

<input type="checkbox"/>	Area Square Footage	Construction Type	Comments
<input type="checkbox"/>	800	VB	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

ELECTRICAL INFORMATION TABLE

Please select any electrical work that you will be doing on the project.

Showing 1-2 of 2

<input type="checkbox"/>	Electrical Type	Quantity	Comments
<input type="checkbox"/>	Receptacle, switch, lighting fixtures	25	Actions ▾
<input type="checkbox"/>	Electrical service less than 400 amp	1	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

MECHANICAL INFORMATION TABLE

Please select any mechanical work that you will be doing on the project.

Showing 1-1 of 1

<input type="checkbox"/>	Mechanical Type	Quantity	Comments
<input type="checkbox"/>	Exhaust Hood, Vent Fan, Vent System, Heating Unit, Compressor, or Evaporative cooler - Res/Com	4	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

PLUMBING INFORMATION TABLE

Please select any plumbing work that you will be doing on the project.

Showing 1-1 of 1

<input type="checkbox"/>	Plumbing Type	Quantity	Comments
<input type="checkbox"/>	Plumbing or Gas Fixtures	12	Actions ▾

Create an Application Search Permits / Plan Checks Schedule an Inspection

Accessory Dwelling Unit (ADU)

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Step 5: Attachments > Documents & Attachments

Electronic Plan Submittals are Required. For a faster turnaround time please take the following steps to meet minimum formatting requirements. 1. Flatten layers 2. Make AutoCAD SHX font non-searchable. 3. Format the plans horizontally 4. Upload plans as one file up to 100 MB and categorize them as "plans" using the drop down menu 5. Upload plans in black and white 6. Upload calculations and other documents as a separate file.

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

* indicates a required field.

Attachment

Electronic Plan Submittals are Required.

For a faster turnaround time please take the following steps to meet minimum formatting requirements:

1. Flatten layers
2. Make AutoCAD SHX font non-searchable.
3. Format the plans horizontally
4. Upload plans as one file up to 100 MB and categorize them as "plans" using the drop down menu
5. Upload plans in black and white
6. Upload calculations and other documents as a separate file.

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

The maximum file size allowed is 100 MB. `ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;s` are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Accessory Dwelling Unit (ADU)

1	2	3	4 Permit Information	5 Attachments	6 Review	7 Pay Fees	8 Record Issuance
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Step 6: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to submit your application online. An application is not considered complete until it has been reviewed by staff and all required fees have been paid. A Building & Safety staff member will contact you within 1-2 business days after reviewing your application to discuss any additional items needed to successfully process your application as well as inform you when your fees have been invoiced. If you have any questions about your application, please contact our Building & Safety staff Monday through Thursday from 7:00 a.m. to 6:00 p.m. at (909) 477-2710 or email EDRnotification@cityofrc.us

Record Type

Accessory Dwelling Unit (ADU)

Address

Edit

Parcel

Edit

Owner

Edit

Owner

Edit

Applicant

[Edit](#)

Individual

United States

Preferred Method of Contact:Email

Licensed Professional

[Edit](#)

Detail Information

[Edit](#)

Detailed Job Description:Detached 800 sq ft Accessory Dwelling Unit

Job Details

ADU INFORMATION

[Edit](#)

LOT SIZE:	11000
# OF UNITS:	1
ACCESSORY DWELLING UNIT TYPE:	Detached new structure
ADU SQ FT:	800
JUNIOR ACCESSORY DWELLING UNIT TYPE:	N/A
JUNIOR ADU SQ FT:	0
SEWAGE DISPOSAL SYSTEM:	Private sewage disposal system
SIZE OF EXISTING PRIVATE SEWAGE DISPOSAL SYSTEM (GAL):	1100
SEPARATE ADDRESS REQUESTED:	Yes
SEPARATE ELECTRICAL METER REQUESTED:	Yes

GIS INFORMATION

[Edit](#)

KEY DATES

[Edit](#)

Permit Information

Please identify the type of construction and the applicable square footage.

AREA INFORMATION

[Edit](#)

Area Square Footage	Construction Type	Comments
800	VB	

ELECTRICAL INFORMATION TABLE

[Edit](#)

Electrical Type	Quantity	Comments
Receptacle, switch, lighting fixtures	25	
Electrical service less than 400 amp	1	

MECHANICAL INFORMATION TABLE

[Edit](#)

Mechanical Type	Quantity	Comments
Exhaust Hood, Vent Fan, Vent System, Heating Unit, Compressor, or Evaporative cooler - Res/Com	4	

PLUMBING INFORMATION TABLE

[Edit](#)

Plumbing Type	Quantity	Comments
Plumbing or Gas Fixtures	12	

DRAINAGE AREA

No Custom Lists data for the sub group above.

[Edit](#)

Attachment

[Edit](#)

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 **100 MB**.

`ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;s` are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

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