
Residential New Construction

1 Location Information	2 Contacts	3 Job Information	4 Residential Permit Info	5 Documents & Attachments	6	7	8
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Step 1: Location Information > Location

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"/>	

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Step 2: Contacts > Contacts

To use your name on file, click **Select Account** link. To add a new contact, click the **Add New** link. To look up a contact, click the **Look Up** link.

* indicates a required field.

Owner

Please fill out the owner's contact information.

✔ **Contact added successfully.**

████████████████████
████████████████████
████████████████████
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.			

Applicant

Click on the "Select from Account" button below to auto-fill your registered contact information or click the "Look Up" button to select another contact.

✔ **Contact added successfully**

████████████████████

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1 Location Information	2 Contacts	3 Job Information	4 Residential Permit Info	5 Documents & Attachments	6	7	8
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Step 3: Job Information > Job Description

On this page, please describe the type of work you are performing. Then identify the type of dwelling - carport/garage, mobile home, or single family attached, detached or room addition.

* indicates a required field.

Detail Information

Brief description of the work to be performed.

Detailed Job Description:

10400 sq ft Townhouse building 1 w/3200 sq ft garages

Dwelling Information

Please identify the type of dwelling under new construction.

RESIDENTIAL INFORMATION

* Type of Dwelling:

of Units:

Save and resume later

Continue Application »

Residential Information

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

AREA INFORMATION

Showing 1-2 of 2

<input type="checkbox"/>	Area Square Footage	Construction Type	Comments	
<input type="checkbox"/>	10400	VB		Actions ▼
<input type="checkbox"/>	3200	VB	garages	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	208		Actions ▼
<input type="checkbox"/>	Electrical service panel 401 amp - 1200 amp- commercial	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	24		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 1-2 of 2

<input type="checkbox"/>	Plumbing Type	Quantity	Comments
<input type="checkbox"/>	Plumbing or Gas Fixtures	48	Actions ▼
<input type="checkbox"/>	Water Heater	8	Actions ▼

[Add a Row](#) ▼ [Edit Selected](#) [Delete Selected](#)

DRAINAGE AREA

Use this section only if applicable to your project.

Showing 0-0 of 0

Lot Size (Acres)	Drainage Area	Etiwanda Regional Mainline	Etiwanda Secondary Regional	Etiwanda Master Plan
No records found.				

[Add a Row](#) ▼ [Edit Selected](#) [Delete Selected](#)

Residential New Construction

1	2	3 Job Information	4 Residential Permit Info	5 Documents & Attachments	6 Review	7 Pay Fees	8
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Step 5: Documents & Attachments > Attachments

* 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;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

Residential New Construction

1	2	3	4 Residential Permit Info	5 Documents & 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

Residential New Construction

Address

Edit

[Redacted Address]

Parcel

Edit

Parcel Number:

[Redacted Parcel Number]

Owner

Edit

[Redacted Owner Information]

Applicant

[Edit](#)

Individual
[REDACTED]
United States

E-mail: [REDACTED]
Preferred Method of Contact: Email

Licensed Professional

[Edit](#)

Detail Information

[Edit](#)

Detailed Job Description: 10400 sq ft Townhouse building 1 w/3200 sq ft garages

Dwelling Information

Please identify the type of dwelling under new construction.

RESIDENTIAL INFORMATION

[Edit](#)

Type of Dwelling:
of Units:

Single Family Attached- 2 unit building
8

Residential Information

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

AREA INFORMATION

[Edit](#)

Area Square Footage	Construction Type	Comments
10400	VB	
3200	VB	garages

ELECTRICAL INFORMATION TABLE

Edit

Electrical Type	Quantity	Comments
Receptacle, switch, lighting fixtures	208	
Electrical service panel 401 amp - 1200 amp- commercial	1	

MECHANICAL INFORMATION TABLE

Edit

Mechanical Type	Quantity	Comments
Exhaust Hood, Vent Fan, Vent System, Heating Unit, Compressor, or Evaporative cooler - Res/Com	24	

PLUMBING INFORMATION TABLE

Edit

Plumbing Type	Quantity	Comments
Plumbing or Gas Fixtures	48	
Water Heater	8	

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.				