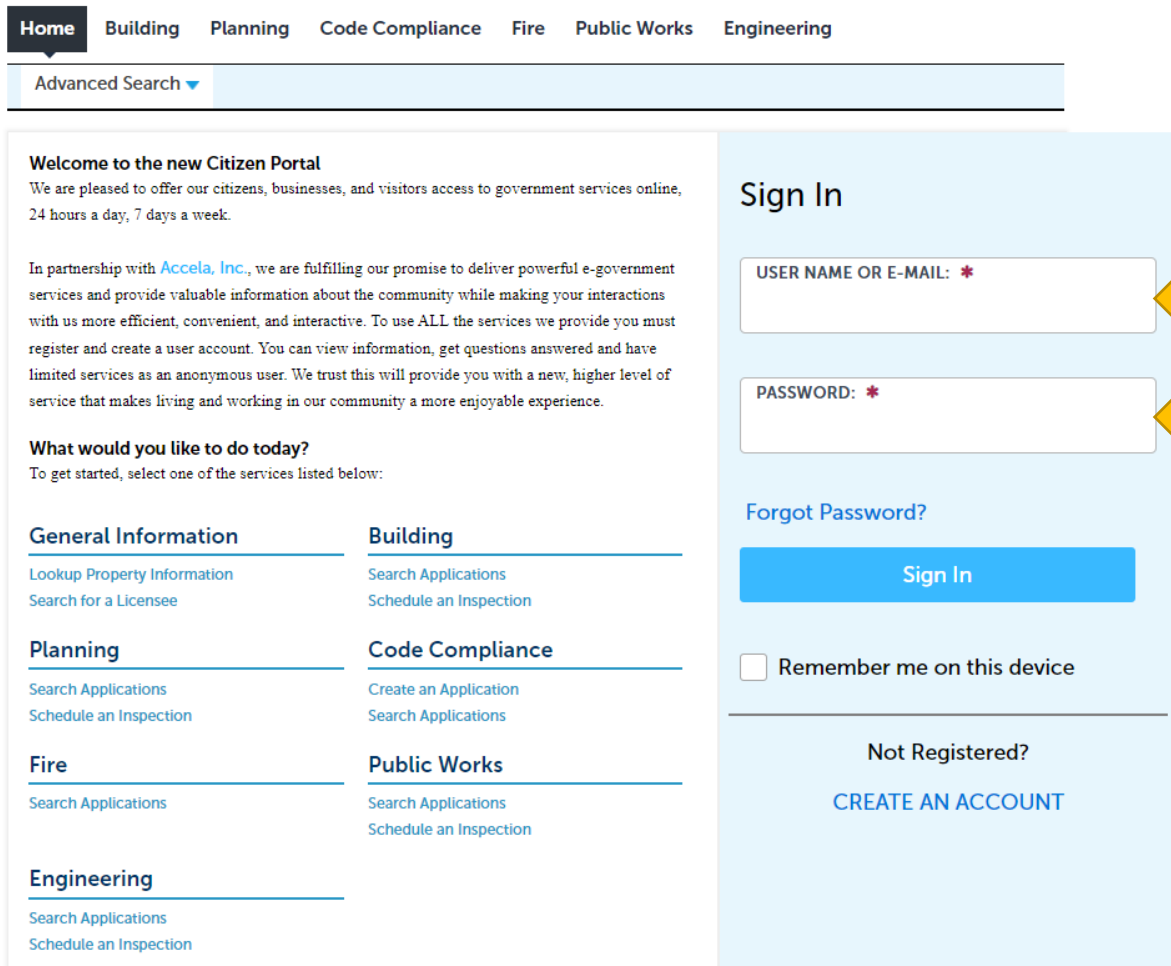


Create a Building Plan Check Application

The following guide will display how to submit an application through our online permit center for registered users.

Start a New Application

- Log in with registered user name and password



Home Building Planning Code Compliance Fire Public Works Engineering

Advanced Search ▾

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

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 Search Applications Schedule an Inspection
Planning Search Applications Schedule an Inspection	Code Compliance Create an Application Search Applications
Fire Search Applications	Public Works Search Applications Schedule an Inspection
Engineering Search Applications Schedule an Inspection	

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

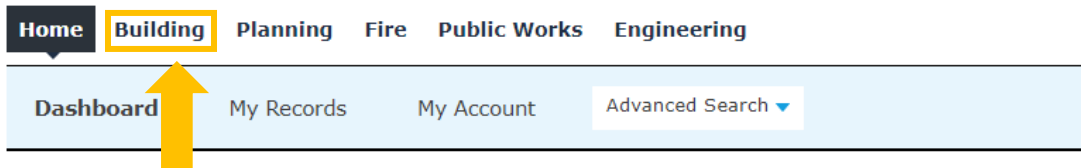
[Forgot Password?](#)

Sign In

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

- Click **“Building”** to continue with the application



Hello, ACA Test

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

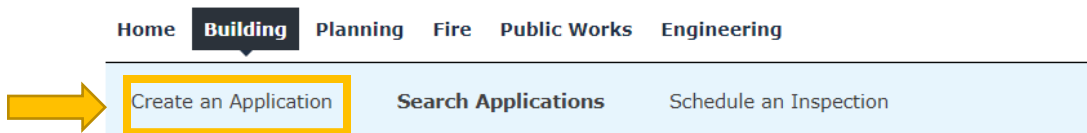
My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

- Select **Create an Application**



Records

[Show on Map](#)

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
No records found.							

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

- Read and review the general disclaimer, agree > continue application

[Home](#) **Building** [Planning](#) [Fire](#) [Public Works](#) [Engineering](#)

Create an Application

Search Applications

Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application >>

- Expand the filters > select the **Building plan check type** > continue application

[Home](#) **Building** [Planning](#) [Fire](#) [Public Works](#) [Engineering](#)

Create an Application

Search Applications

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Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

- ▼ Building Plan Check
 - Building Plan Check
- ▼ Building Permits
 - Combo
 - Electrical Permit
 - Fence and Wall
 - Mechanical Permit
 - Meter Release
 - Mobile Home Permit
 - Plumbing Permit
 - Pool/Spa Residential Permit ?
 - Re-Roof Commercial/Industrial Permit
 - Re-Roof Residential Permit
 - Residential SolarAPPPPlus
 - Septic System
 - Sewer Connection
 - Sign Permit
 - SolarPV Permit
 - Water Heater Permit

Continue Application >>

Step 1: Contacts and Location

- Select Add New or Select from Account, add applicant contact Information, and click **continue**

Home **Building** Planning Fire Public Works Engineering

Create an Application Search Applications Schedule an Inspection

Building Plan Check

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
-----------------------	---------------------------	----------------------------	----------	------------	---

Step 1 : Contact Information > Contact Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Save and resume later

Continue Application »

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

ACA Test
building@fontanaca.gov
Home phone:9093506742
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)



Contact Information

Preferred Channel:
--Select--

First: Middle: Last:

Name of Business:

Primary Phone: Alternate Phone: Secondary Phone:

* E-mail: Fax:

Continue Clear Discard Changes

Step 1 (cont.): Contacts and Location > Location

- Provide street number/name/city or parcel number for property, and click **continue application**
- Tips: - Click on the City of Fontana Map to help locate address or parcel number.

Step 2 : Contacts and Location > Location



Address

*Street No.: Direction: *Street Name: Street Type:

Unit No.:

City: State: Zip:

Parcel

*Parcel Number:

Lot: Block:

Legal Description:

[spell check](#)

Step 1 (cont.): Contacts and Location > Location

- Once the address and parcel are verified click "Continue application"

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[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Building Plan Check

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
-----------------------	---------------------------	----------------------------	----------	------------	---

Step 1: Contact Information > Location

[Show Map](#)

* indicates a required field.

Address

Instructions

* Street No.:	Direction:	Street Name:	Street Type:
<input type="text" value="8353"/>	<input type="text" value="--Select--"/>	<input type="text" value="SIERRA"/>	<input type="text" value="AVE"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text" value="1"/>		
City:	State:	* Zip:	
<input type="text" value="FONTANA"/>	<input type="text" value="CA"/>	<input type="text" value="92335"/>	

[Search](#)

[Clear](#)

Parcel

* Parcel Number:

Legal Description:

[spell check](#)

[Search](#)

[Clear](#)

[Save and resume later](#)



[Continue Application »](#)

Step 2: Application Information

- Applicant to provide a project name & detailed description
- if there is an existing entitlement project, provide the Planning Master Case information (MCN)
- Select the applicable property type, the sewage type , and click **continue**

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Building Plan Check

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
-----------------------	---------------------------	----------------------------	----------	------------	---

Step 2: Application Information > Project Information

* indicates a required field.

Detail Information

* Detailed Description:

PLAN CHECK FOR A 1,200SF ADU AT REAR OF PROPERTY

[spell check](#)

Custom Fields

Application Information

* Property Type:

SF Residential

Estimated Cost (Job Value):

* Sewage Disposal:

Public

Total Building Area Commercial (Sq. Ft):

Total Building Area Residential (Sq. Ft):

Total Building Combined (Sq. Ft):

Number of Units Commercial:

Number of Units Residential:

Number of units High:

Number of units Low:

City Owned Project?: ?

Yes No

Phasing:

Yes No

[Save and resume later](#)

[Continue Application >>](#)

Step 2 (cont.): Application Information > Licensed Professional

- Add New: To add a new licensed professional. Select the license type and insert license number, complete required contact information. Save and close when completed. Any data on file will populate.
- Look Up: Use the Look Up button to search for existing licensed number. Update the required fields to Save and Close, and click continue

**If you are pulling this permit as "owner- builder", you do not need to fill out this information*

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Look Up

Licensed Professional Information

* License Type: * State License Number:

* Business License #:

* First: Middle: * Last:

Name of Business:

* Address Line 1:

Address Line 2:

* City: * State: * Zip:

* Mobile Phone: Home Phone:

* E-mail:

Look Up License

License Type: State License Number:

First: Middle: Last:

Name of Business:

Business License #:

Address Line 1:

Address Line 2:

City: Zip: State:

Mobile Phone: Home Phone:

Country:

Save and resume later



Continue Application »

Step 3: Supporting Documentation > Documents

- Attaching plan sets & supplemental documents are required.
- From Add > Browse to select PDF to attach.
- Select file > Open > Continue

Note: All plans submitted for review must meet all of our [“Electronic File Submittal requirements”](#) or will be returned unprocessed.

Step 3: Supporting Documentation > Documents

Please name the following documents in this desired manner:

* indicates a required field.

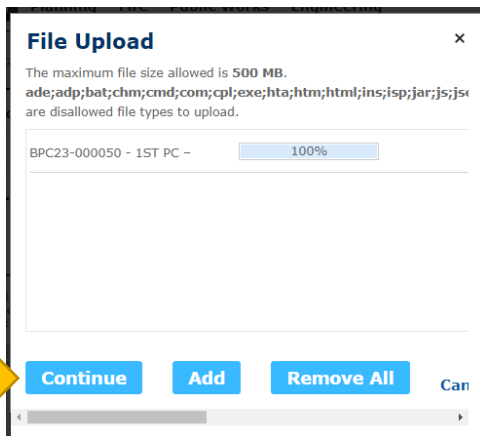
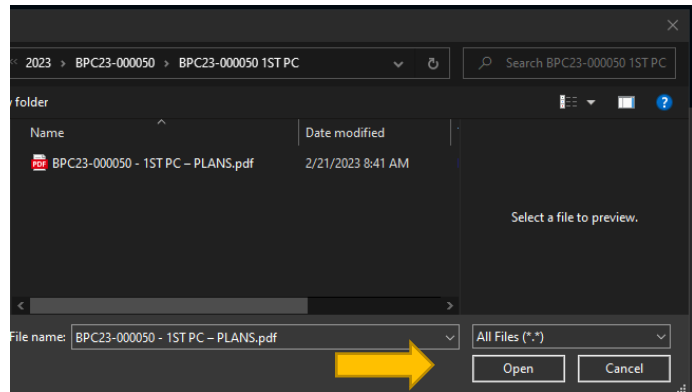
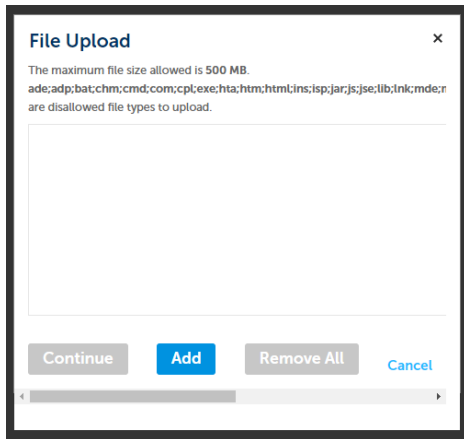
Attachment

The maximum file size allowed is 500 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;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Status Date	Uplo
No records found.							

Add



Step 3 (cont.): Supporting Documentation > Documents

- Select Document Type, provide attachment description and the number of plan check review > Save
*More than one file can be added at the same time.

*Type: Remove

Plans

File:
BPC23-000050 - 1ST PC - PLANS.pdf
100%

Description:
ADU PLANS

spell check

Virtual Folders:

1st Review
 2nd Review
 3rd Review
 4th Review
 5th Review

Save Add Remove All

Step 3 (cont.): Supporting Documentation > Documents

- Once the attachments have been successfully uploaded, click “Continue Application”

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Building Plan Check

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
-----------------------	---------------------------	----------------------------	----------	------------	---

Step 3: Supporting Documentation > Documents

* indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;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
BPC23-000050 - 1ST PC - PLANS.pdf	Plans	5.13 MB	07/09/2023	Actions ▾

Add

Save and resume later Continue Application »

Step 4: Review

- Applications need to be reviewed; edits can be made at this time. Applicants will need to read & agree to the provided certification, and click continue application

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Building Plan Check

1	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------------	----------------------------	----------	------------	-------------------

Step 4: 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 move on.

Record Type

Building Plan Check

Applicant Edit

ACA Test Primary Phone: 9093506742
E-mail: building@fontanaca.gov
Preferred Channel:

Address Edit

8353 SIERRA AVE 1, FONTANA, CA 92335

Parcel Edit

Parcel Number: 019203124
Legal Description: FONTANA TOWNSITE S 250 FT BLK B AND W 1/2

Detail Information Edit

Detailed Description: PLAN CHECK FOR A 1,200SF ADU AT REAR OF PROPERTY

Custom Fields

<p>Application Information</p> <p>Property Type: SF Residential Edit</p> <p>Sewage Disposal: Public Estimated Cost (Job Value):</p> <p>City Owned Project?: No Total Building Area Residential (Sq. Ft):</p> <p style="font-size: 0.8em;">Phasing: No</p>	
--	--

Custom Lists

Occupancy Type Edit

No Custom Lists data for the sub group above.

CONSTRUCTION TYPE Edit

No Custom Lists data for the sub group above.

Licensed Professional Edit

Attachment Edit

The maximum file size allowed is 500 MB. adp;adg;bat;chm;cmd;com;cp;exe;hta;htm;html;inc;isp;jar;js;json;lib;lnk;mdb;mht;mime;msg;msi;php;pic;prj;psd;shb; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
BPC23-000050 - 1ST PC - PLANS.pdf	Plans	5.13 MB	07/09/2023	Actions ▾

NOTE: APPLICATIONS FOR PLAN CHECK AND PERMITS ARE VALID FOR 180 DAYS FROM THE DATE OF SUBMITTAL. (All applications for which no permit is issued within 180 days following the date of application shall expire by limitation, plans and any other data submitted for review may thereafter be destroyed or returned to the applicant, at the sole discretion of the B&S Division. The B&S Division, upon receiving written request from the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken, may extend the time for action by the applicant for a single period not exceeding 180 days. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit a new complete application (plans, calculations and other data) and pay a new plan check fee.

By checking this box, I agree to the above certification.
Date:

Save and resume later
Continue Application »



Step 5: Receipt/ Record issuance

- A submittal number (ex: BPCH23-00078) is generated for your tracking. Once the submittal is accepted, an invoice will be provided ready for permit before permit issuance.

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Create an Application

Search Applications

Schedule an Inspection

1 Select item to pay

2 Payment information

3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

8353 SIERRA AVE 1 FONTANA CA 92335

BPCH23-00078

[Copy Record](#)