



APPLY ONLINE AT WWW.CITYOFRC.US/ONLINEPERMITCENTER

SUBMIT ELECTRONIC PLANS ■ TRACK STATUS ■ REQUEST INSPECTION

COMMERCIAL / INDUSTRIAL SUBMITTAL REQUIREMENTS

SUBMITTAL PROCESS

- Site Plan/Cover Sheet** – vicinity map, adjacent streets, entrance, disabled access parking, scope of work, type of construction & occupancy, square footage, fire sprinkler status, occupant load, exit & exit width, governing codes, and uses(s) of adjacent tenant spaces.
- Floor Plan** – clearly defining existing area, proposed scope of work, door & window sizes, dimensions, and locations.
- Electrical Plans** – panel schedule, single line diagram, and reflected ceiling plan.
- Mechanical Plans** – register location, equipment locations, and cfm balancing information. Roof plan with structural calculations justifying roof can support the proposed equipment.
- Building Elevations and Sections**
- Plumbing Plans** – fixtures location.
- Green Mandatory Measures**
- Energy Calculations** – per *California State Title 24*.
- ADA Plan** – Disabled Access.
- Stamped and Signed Structural Calculations** – digital stamp and signature for electronic document submittals.
- Soils Report**

FEES & PLANNING

1. Please contact the **Building & Safety Services Department** at **909-477-2710** or buildingandsafety@cityofrc.us directly to obtain associated fees for shell buildings.
2. Please contact the **Planning Department** at **909-477-2750** directly to determine if there are any Planning requirements that may affect your project.
3. Please contact the **Engineering Department** at **909-477-2740** directly to determine if there are development impact fees applicable to your project.

PLAN CHECK APPLICATIONS NEED TO OBTAIN CITY APPROVALS FROM THE BUILDING, FIRE, PLANNING & ENGINEERING DEPARTMENTS. IN ADDITION TO CITY APPROVALS DEPENDING ON THE TYPE OF PROJECT, A CLEARANCE OR APPROVAL FROM THE FOLLOWING AGENCIES ARE REQUIRED.

- Contact **Cucamonga Valley Water District (CVWD)** at **909-987-2591** to obtain a plumbing release when adding fixtures to a plumbing system. CVWD review takes up to **6 weeks** for processing.
- Contact **San Bernardino County Environmental Health Services** at **800-442-2283** to obtain approval for food service businesses.
- Proposed new or revised suite numbers are reviewed, approved, and issued by the **Building & Safety Services Department**.

NOTE: A **separate grading plan check submittal** is required for all new construction projects and for existing building where improvements being proposed will generate **50 cubic yards or more** of combined cut and fill. The grading plan shall be prepared, stamped, and signed by a California registered Civil Engineer. Prior to permit issuance, the **Engineering Department must approve** the **compaction report** and **pad certification**.