



[www.cityofrc.us/onlinepermitcenter](http://www.cityofrc.us/onlinepermitcenter)

STEP 1: Click **Register for an Account** (follow the prompts)

STEP 2: When finished registering **Login** to you account;

STEP 3: Click the **Building and Safety** tab;

STEP 4: Click **Create an Application** located directly under Building and Safety tab (follow the prompts)

>> TO APPLY FOR A PERMIT, CLICK ON A LINK BELOW



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

▼ [Building Applications - click here](#)

- Accessory Dwelling Unit (ADU)
- Building Project Review
- Building Revision
- Building Sign Permit
- Commercial Miscellaneous
- Commercial New Construction
- Mobile Home (Miscellaneous)
- Mobile Home (New/Re-install)
- Plan Check Required Permit
- Residential – Solar/ Photovoltaic
- Residential Electrical Permit
- Residential Mechanical Permit
- Residential Miscellaneous
- Residential New Construction
- Residential OWTS – Septic
- Residential Plumbing Permit
- Residential Roof Permit
- Residential Room Addition/ Remodel
- Residential Swimming pool
- Tenant Improvement

A **No Plan Check Required Permit** includes 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).

▼ [Fire Construction Applications - click here](#)

- Alternate Methods
- 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
- Private Underground Fire Service

**Building and Safety Staff Contacts:**  
Jennifer Quan – [jennifer.quan@cityofrc.us](mailto:jennifer.quan@cityofrc.us)  
Ricardo Jacquez – [ricardo.jacquez@cityofrc.us](mailto:ricardo.jacquez@cityofrc.us)  
Claressa Vasquez – [claresa.vasquez@cityofrc.us](mailto:claresa.vasquez@cityofrc.us)  
  
General Information – [EDRnotification@cityofrc.us](mailto:EDRnotification@cityofrc.us)  
  
Roofing and Solar Techs – [CDtech@cityofrc.us](mailto:CDtech@cityofrc.us)  
  
Permit tech. text line – [\(909\)488-4668](tel:(909)488-4668)

[Continue Application »](#)