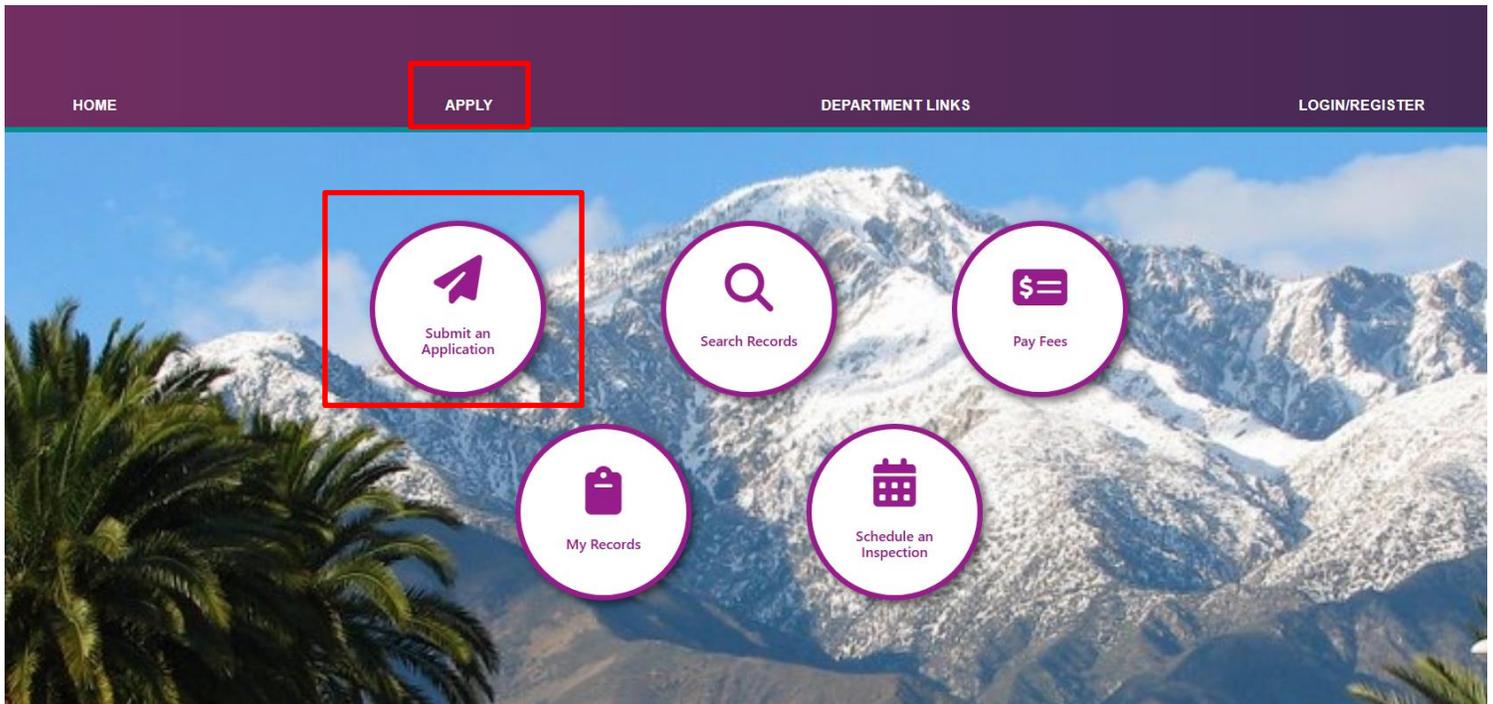




How to Apply in the Online Permit Center – Planning Applications www.cityofrc.us/onlinepermitcenter

Getting Started:

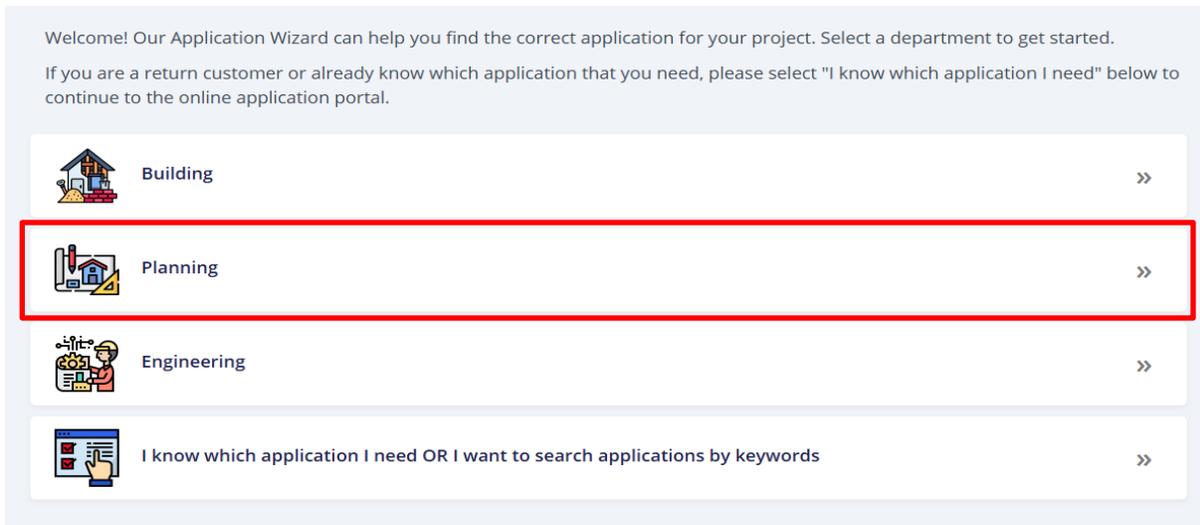
Click the **Submit an Application** button on the Home page or click **Apply** in the page header.



Option A:

If you need assistance finding the correct application for your project, you can use the Application Wizard tool.

- Select **Planning** to continue and follow the prompts to find your application.
- You will be prompted to register for an account or sign in to your account *after* you have found your application through the Application Wizard tool.





Option B:

If you are a return customer and/or want to skip using the Application Wizard tool, then select “I know which application I need” to continue to the online application portal.

Welcome! Our Application Wizard can help you find the correct application for your project. Select a department to get started.

If you are a return customer or already know which application that you need, please select "I know which application I need" below to continue to the online application portal.

-  Building »
-  Planning »
-  Engineering »
-  I know which application I need OR I want to search applications by keywords »

➤ Select “I know which application I need” one more time.

-  I know which application I need »
-  Search applications by keywords »

[← Back](#) [Restart](#)



Option B continued:

- a. In the online application portal, **Sign In** or **Create an Account** if you are not yet registered.

- b. Once you are logged in, read and accept the **General Disclaimer**, then click **Continue Application**.



Option B continued:

- c. Under **Select a Record Type**, click on the **Planning** dropdown and **select an application type**, then click **Continue Application**.
 - Follow the prompts to complete and submit your application.

The screenshot shows the 'Select a Record Type' section of the application portal. The 'Planning' dropdown menu is expanded, showing a list of application types. A red box highlights the 'Continue Application' button at the bottom left.

Building & Safety | Engineering | Fire District | **Planning**

Create an Application | Search Permits / Plan Checks | Schedule an Inspection

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
- ▶ Engineering
- ▼ **Planning**
 - Conditional Use Permit
 - Conditional Use Permit Modification
 - Design Review
 - Design Review Modification
 - Entertainment Permit
 - Entertainment Permit Modification
 - Entertainment Permit Renewal
 - Film Permit
 - Hillside Development Review
 - Land Use Verification
 - Landscape Review
 - Minor Design Review
 - Minor Design Review Modification
 - Minor Exception
 - Minor Use Permit
 - Model Home Sales Permit
 - Notice of Filing Permit
 - Public Convenience & Necessity
 - Sign Permit Temporary
 - Similar Use Determination
 - Site Development Review
 - Temporary Use Permit
 - Tentative Parcel Map
 - Tentative Tract Map
 - Time Extension
 - Tree Removal Permit
 - Uniform Sign Program
 - Uniform Sign Program Modification
 - Variance

Continue Application »

Select an application type