

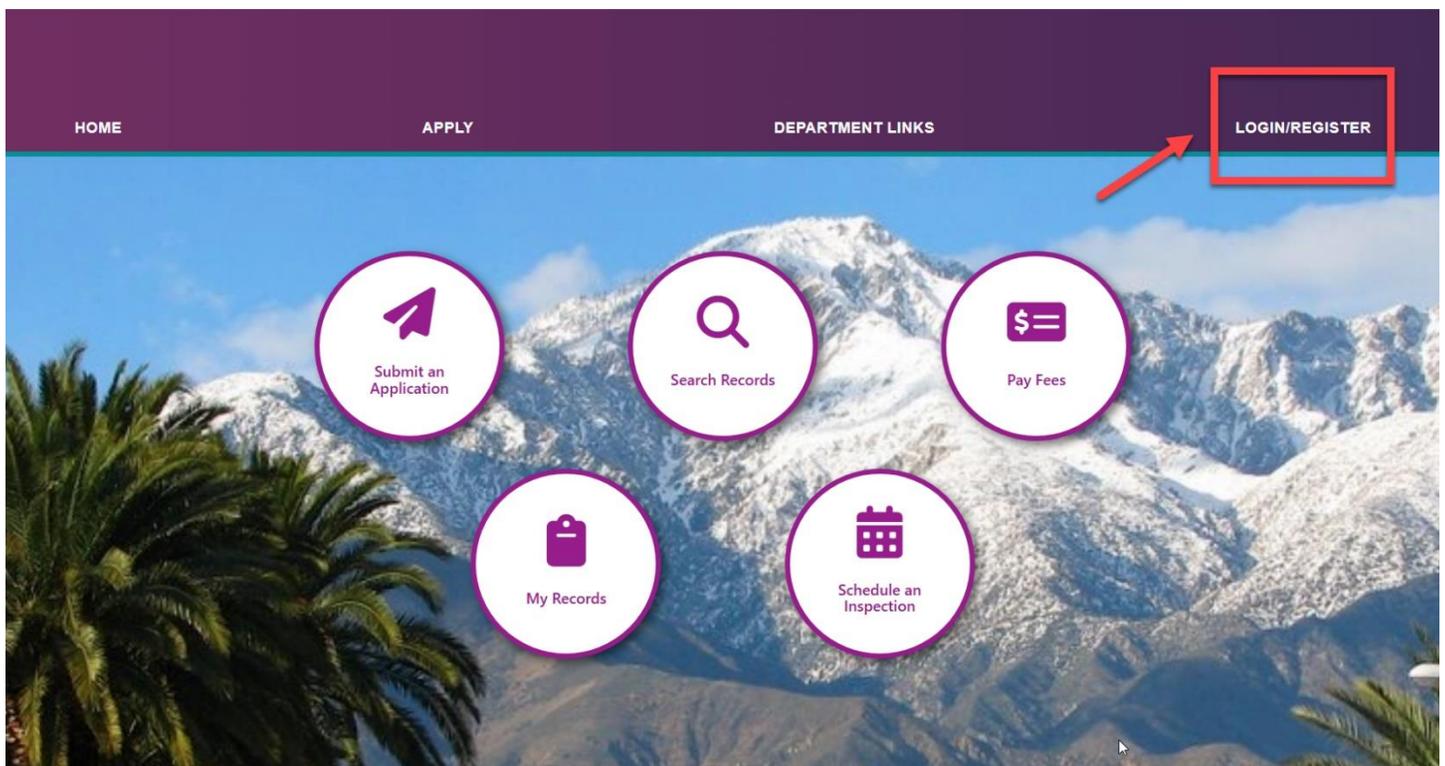


How to Upload Additional Documents to an Online Application

NOTE: Your account must be registered as a Contact in the record in order to access the application and add documents.

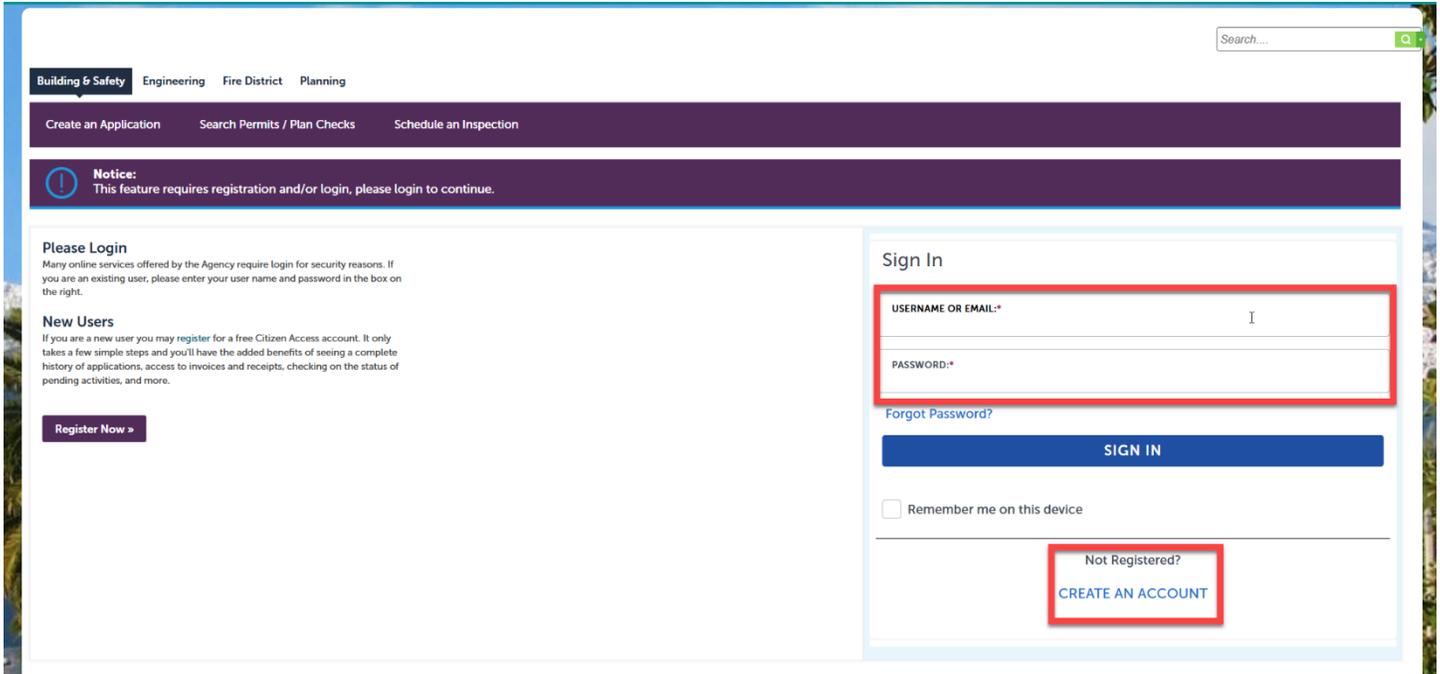
Send a request to the Planning Department via email (Planning@cityofrc.us) to add an account to the record. In your request, provide the Record Number and the email address associated with the account that you need added.

1. Access the Online Permit Center through the city website or use this link:
www.cityofrc.us/onlinepermitcenter
2. At the top of the page, in the header, select **LOGIN/REGISTER**.

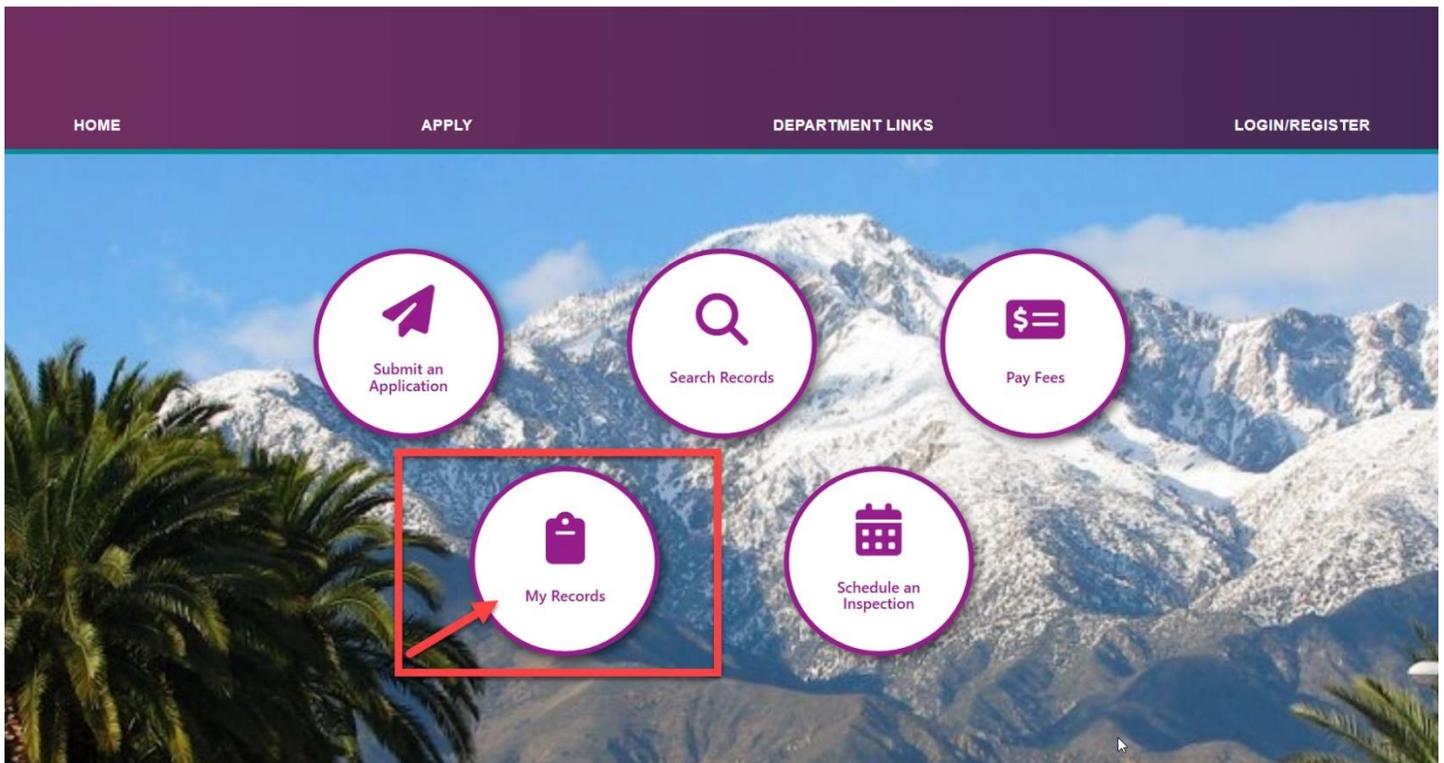




3. **Sign In** to your account or **Create an Account** if you are not registered.



4. On the Home page, select **My Records**.





- Click on the department **dropdown arrow** to expand the list of records, then click on the blue **Record Number** to access the application.

Building & Safety Engineering Fire District Planning

Create an Application Search Permits / Plan Checks Schedule an Inspection

Click here to expand the list

Planning

Showing 1-1 of 1 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Business Name	Address	Status	Action	Short Notes
<input type="checkbox"/>	06/24/2025	DRC2025-00154	Minor Use Permit	TEST	10500 CIVIC CENTER DR, RANCHO CUCAMONGA CA 91730	Pending		

Then click on the blue Record Number

- Select the **Record Info** dropdown, then select **Attachments**.

Record DRC2025-00154:
Minor Use Permit
Record Status: Pending

Record Info Payments Conditions 1

Record Details

Processing Status

Related Records

Attachments (Click on Name of Attachment to Open)

Record Info

Payments

Conditions 1

View Condition

to the title "Record Info" or "Payments" to view the following sections:

of Approval: Will show any conditions that must be met to receive a permit.

Applicant, Owner, Licensed Professional and Project Description.

Fees: Will show either paid fees or outstanding fees to be paid.

Inspections: Will show upcoming or completed inspections. Will also allow you to schedule an inspection if it is appropriate.

Processing Status: Will identify the status of your application submission/permit in the City's workflow.

Attachments: Will show any plans, documents or photos you may have submitted with your application.

Related Records: Will show any records that may be related to other projects or activities.



7. Select **Add** at the bottom of the page.

Record DRC2025-00154:
Minor Use Permit
Record Status: Pending

Record Info ▾ Payments ▾ Conditions 1

 A notice was added to this record on 06/24/2025.
Condition: Building and Safety Violations Severity: Notice
Total Conditions: 1 (Notice: 1) [View Condition](#)

Click the arrow next to the title "Record Info" or "Payments" to view the following sections:

- Conditions or Conditions of Approval:** Will show any conditions that must be met to receive a permit.
- Record Details:** Shows the Applicant, Owner, Licensed Professional and Project Description.
- Fees:** Will show either paid fees or outstanding fees to be paid.
- Inspections:** Will show upcoming or completed inspections. Will also allow you to schedule an inspection if it is appropriate.
- Processing Status:** Will identify the status of your application submission/permit in the City's workflow.
- Attachments:** Will show any plans, documents or photos you may have submitted with your application.
- Related Records:** Will show any records that may be related to other projects or activities.

Attachments (Click on Name of Attachment to Open)

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;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Upload Date	Action
No records found.					



8. First, select **Add** and upload the file(s) from your computer. Then, select **Continue**.

File Upload [x]

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;
are disallowed file types to upload.

How to Apply Online_Planning 100%

Step 2 → **Continue** **Add** **Remove All** **Cancel**



9. For each document added, select the **Type** of document, provide a **Description** of the document, then select **Save**.
 - a. Your upload is complete after you select **Save**. Please notify your project planner after you've uploaded documents.

Attachments (Click on Name of Attachment to Open)

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;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Upload Date	Action
No records found.					

Step 1 points to the **Type:** dropdown menu, which currently shows "Correspondence".

Step 2 points to the **Description:** text area, which contains the text "Guide to applying online." Below the text area is a progress bar for the file "How to Apply Online_Planning 6.2025.pdf" at 100%.

Step 3 points to the **Save** button.