

## 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 (<u>Planning@cityofrc.us</u>) 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.

	Search Q
Building & Safety Engineering Fire District Planning Create an Application Search Permits / Plan Checks Schedule an Inspection	
Notice: This feature requires registration and/or login, please login to continue.	
Please Login Mary online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right: <b>Devour Security Securi</b>	Sign In USERNAME OR EMAIL* I PASSWORD;* Forgot Password? SIGN IN
	Remember me on this device Not Registered? CREATE AN ACCOUNT

4. On the Home page, select My Records.

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

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		Click he	ere to expand	the list						
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	Showing 1-1 o	of 1   Download results   /	Add to collection   Add to cart							
5	Date	Record Number	Record Type	Business Name	Address	Status	Action	Short Notes		
	06/24/2	2025 DRC2025-00154	4 Minor Use Permit	TEST	10500 CIVIC CENTER DR, RANCHO CUCAMONGA CA 91730	Pending				
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6. 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	added to this record on 06/24/2025. Juilding and Safety Violations Severity: Notice View Condition Severity: Notice (Notice: 1)					
Related Records						
Attachments (Click on	to the title "Record Info" or "Payments" to view the following sections:					
Name of Attachment	of Approval: Will show any conditions that must be met to receive a permit.					
to Open)	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-( Minor Use Permit Record Status: Pen	00154: ding							
Record Info 🔻	Payments 🔻	Conditions 1						
A notice was Condition: B Total Condition	A notice was added to this record on 06/24/2025. Condition: Building and Safety Violations Severity: Notice Total Conditions: 1 (Notice: 1)							
Click the arrow next	to the title "Record I	nfo" or "Payments" to view the f	following sections:					
Conditions or Conditions	of Approval: Will show any	conditions that must be met to receive a per	mit.					
Record Details: Shows the	Applicant, Owner, Licensed P	rofessional and Project Description.						
Fees: Will show either paid	fees or outstanding fees to be	e paid.						
Inspections: Will show upo	coming or completed inspectio	ns. Will also allow you to schedule an inspec	ction if it is appropriate.					
Processing Status: Will id	lentify the status of your appli	cation submission/permit in the City's workfl	ow.					
Attachments: Will show a	ny plans, documents or photo	s you may have submitted with your applicat	tion.					
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;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.								
Name	Туре	Size	Latest Update	Upload Date	Action			
No records found.								
Add	•							

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

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	File Upload			×	
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- 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 allo ade;adp;bat;chm;cmd;coi	owed is 100 MB. m;cpl;exe;hta;htm;html;ins;isp;jar;js;j	se;lib;lnk;mde;mht;mhtml;msc;msp;	mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;v	<pre>wsc;wsf;wsh;zip are disallowed file types to</pre>	o upload.	
Name	Туре	Size	Latest Update	Upload Date	Action	
No records found.						
	Step	1				
* Type: Correspondence						
File: How to Apply Online_Plan 100%	nning 6.2025.pdf		Step 2			
Description:     Guide to applying online.						
Save 4	Barran Allanda Ste	рЗ		$\searrow$		