



## Create a Building Plan Check Application

The following guide will display how to submit an application through our online permit center for registered users.

### Start a New Application

- Log in with registered user name and password

**Welcome to the new Citizen Portal**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**What would you like to do today?**  
To get started, select one of the services listed below:

**General Information**

[Lookup Property Information](#)  
[Search for a Licensee](#)

**Planning**

[Search Applications](#)  
[Schedule an Inspection](#)

**Fire**

[Search Applications](#)

**Engineering**

[Search Applications](#)  
[Schedule an Inspection](#)

**Building**

[Search Applications](#)  
[Schedule an Inspection](#)

**Code Compliance**

[Create an Application](#)  
[Search Applications](#)

**Public Works**

[Search Applications](#)  
[Schedule an Inspection](#)

**Sign In**

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

**Sign In**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)



- Click “Building” to continue with the application

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Dashboard My Records My Account Advanced Search ▾

Hello, ACA Test

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

**Work in progress** ? View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

- Select **Create an Application**

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## Records

### Show on Map

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
No records found.							

### Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.



- Read and review the general disclaimer, agree > continue application

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## Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

  I have read and accepted the above terms.

**Continue Application »**

- Expand the filters > select the **Building plan check type** > continue application

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### 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 Plan Check  
 Building Plan Check

Building Permits  
 Combo  
 Electrical Permit  
 Fence and Wall  
 Mechanical Permit  
 Meter Release  
 Mobile Home Permit  
 Plumbing Permit  
 Pool/Spa Residential Permit  
 Re-Roof Commercial/Industrial Permit  
 Re-Roof Residential Permit  
 Residential SolarAPPPlus  
 Septic System  
 Sewer Connection  
 Sign Permit  
 SolarPV Permit  
 Water Heater Permit

**Continue Application »**



## Step 1: Contacts and Location

- Select Add New or Select from Account, add applicant contact Information, and click **continue**

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**Building Plan Check**

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**Step 1: Contact Information > Contact Information**

\* indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Select from Account** **Add New** **Look Up**

**Save and resume later** **Continue Application >**

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ **Contact added successfully.**

**ACA Test**  
building@fontanaca.gov  
Home phone: 9093506742  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)



**Contact Information**

Preferred Channel:

First:  Middle:  Last:

Name of Business:

Primary Phone:  Alternate Phone:  Secondary Phone:

\* E-mail:  Fax:

**Continue** **Clear** **Discard Changes**

**Step 1 (cont.): Contacts and Location > Location**

- Provide street number/name/city or parcel number for property, and click **continue application**

Tips: - Click on the City of Fontana Map to help locate address or parcel number.

**Step 2 : Contacts and Location > Location**[Hide Map](#)\* indicates a required field.**Address**

\*Street No.:  Direction:  \*Street Name:  Street Type:

## Unit No.:

## City:

## State:

## Zip:

**Parcel**

## \* Parcel Number:

## Lot:

## Block:

## Legal Description:

[spell check](#)

**Step 1 (cont.): Contacts and Location > Location**

- Once the address and parcel are verified click “Continue application”

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6

**Step 1: Contact Information > Location**[Show Map](#)

\* indicates a required field.

**Address**

Instructions

\* Street No.:

8353

Direction:

--Select--

Street Name:

SIERRA

Street Type:

AVE

Unit Type:

--Select--

Unit No.:

1

City:

FONTANA

State:

CA

\* Zip:

92335

[Search](#)[Clear](#)**Parcel**

\* Parcel Number:

019203124

Legal Description:

FONTANA TOWNSITE S 250 FT BLK 8 AND W 1/2

[spell check](#)[Search](#)[Clear](#)[Save and resume later](#)[Continue Application »](#)



## Step 2: Application Information

- Applicant to provide a project name & detailed description
- if there is an existing entitlement project, provide the Planning Master Case information (MCN)
- Select the applicable property type, the sewage type , and click **continue**

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### Step 2: Application Information > Project Information

\* indicates a required field.

#### Detail Information

\* Detailed Description:

PLAN CHECK FOR A 1,200SF ADU AT REAR OF PROPERTY



#### Custom Fields

##### Application Information

\* Property Type:

SF Residential ▼

Estimated Cost (Job Value):

\* Sewage Disposal:

Public ▼

Total Building Area Commercial (Sq. Ft.):

Total Building Area Residential (Sq. Ft.):

Total Building Combined (Sq. Ft.):

Number of Units Commercial:

Number of Units Residential:

Number of units High:

Number of units Low:

City Owned Project?: [?](#)

Yes  No

Phasing:

Yes  No



**Step 2 (cont.): Application Information > Licensed Professional**

- Add New: To add a new licensed professional. Select the license type and insert license number, complete required contact information. Save and close when completed. Any data on file will populate.
- Look Up: Use the Look Up button to search for existing licensed number. Update the required fields to Save and Close, and click continue

*\*If you are pulling this permit as "owner-builder", you do not need to fill out this information*

**Licensed Professional**

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

**Add New****Look Up****Licensed Professional Information**

\*License Type:  \*State License Number:

\*Business License #:

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:

Address Line 2:

\*City:  \*State:  \*Zip:

\*Mobile Phone:  Home Phone:

\*E-mail:

**Look Up License**

License Type:  State License Number:

First:  Middle:  Last:

Name of Business:

Business License #:

Address Line 1:

Address Line 2:

City:  Zip:  State:

Mobile Phone:  Home Phone:

Country:

**Save and resume later****Continue Application >**



### Step 3: Supporting Documentation > Documents

- Attaching plan sets & supplemental documents are required.
- From Add > Browse to select PDF to attach.
- Select file > Open > Continue

Note: All plans submitted for review must meet all of our "[Electronic File Submittal requirements](#)" or will be returned unprocessed.

#### Step 3: Supporting Documentation > Documents

Please name the following documents in this desired manner:

\* indicates a required field.

##### Attachment

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r  
are disallowed file types to upload.

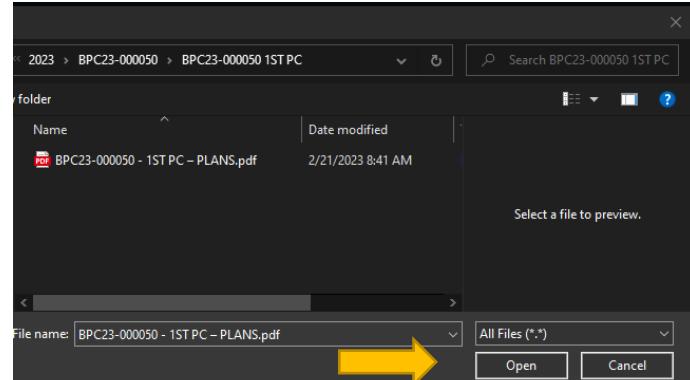
Name	Type	Size	Latest Update	Description	Document Status	Status Date	Upload
No records found.							

**Add**

**File Upload**

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;  
are disallowed file types to upload.

**Continue** **Add** **Remove All** **Cancel**



**File Upload**

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;  
are disallowed file types to upload.

BPC23-000050 - 1ST PC - 100%

**Continue** **Add** **Remove All** **Cancel**

A yellow arrow points to the 'Continue' button at the bottom left of the dialog.



### Step 3 (cont.): Supporting Documentation > Documents

- Select Document Type, provide attachment description and the number of plan check review > Save  
\*More than one file can be added at the same time.

**\*Type:**  Remove

**File:**  
BPC23-000050 - 1ST PC - PLANS.pdf  
100%

**Description:**  
ADU PLANS

[spell check](#)

**Virtual Folders:**

1st Review  
 2nd Review  
 3rd Review  
 4th Review  
 5th Review

Save Add Remove All

### Step 3 (cont.): Supporting Documentation > Documents

- Once the attachments have been successfully uploaded, click “Continue Application”



**The attachment(s) has/have been successfully uploaded.**

It may take a few minutes before changes are reflected.

#### Building Plan Check

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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#### Step 3: Supporting Documentation > Documents

\* indicates a required field.

#### Attachment

The maximum file size allowed is 500 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;s  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
BPC23-000050 - 1ST PC - PLANS.pdf	Plans	5.13 MB	07/09/2023	<a href="#">Actions</a> ▾

[Add](#)

[Save and resume later](#)

[Continue Application »](#)



## Step 4: Review

- Applications need to be reviewed; edits can be made at this time. Applicants will need to read & agree to the provided certification, and click continue application

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**Building Plan Check**

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**Step 4 : Review**

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Building Plan Check

**Applicant**

ACA Test Primary Phone: 9093506742  
E-mail: building@fontanaca.gov  
Preferred Channel:

**Address**

8353 SIERRA AVE 1, FONTANA, CA 92335 [Edit](#)

**Parcel**

Parcel Number: 019203124  
Legal Description: FONTANA TOWNSITE S 250 FT BLK B AND W 1/2

**Detail Information**

Detailed Description: PLAN CHECK FOR A 1,200SF ADU AT REAR OF PROPERTY [Edit](#)

**Custom Fields**

Application Information [Edit](#)  
Property Type: SF Residential  
Sewage Disposal: Public  
City Owned Project?: No  
Estimated Cost (Job Value):  
Total Building Area Residential (Sq. Ft.):  
Phasing: No

**Custom Lists**

Occupancy Type [Edit](#)  
No Custom Lists data for the sub group above.  
CONSTRUCTION TYPE [Edit](#)  
No Custom Lists data for the sub group above.

**Licensed Professional**

**Attachment**

The maximum file size allowed is 500 MB.  
allowed file types to upload:  
ade;adp;bat;chm;cmd;com;cpd;exe;hta;html;htm;ims;isp;jar;jsc;jse;lib;lnk;mda;mht;mhtml;msc;msp;msi;php;pdf;scr;act;shb;ps

Name	Type	Size	Latest Update	Action
BPC23-000050 - 1ST PC - PLANS.pdf	Plans	5.13 MB	07/09/2023	<a href="#">Actions</a>

**NOTE: APPLICATIONS FOR PLAN CHECK AND PERMITS ARE VALID FOR 180 DAYS FROM THE DATE OF SUBMITTAL.**  
(All applications for which no permit is issued within 180 days following the date of application shall expire by limitation, plans and any other data submitted for review may thereafter be destroyed or returned to the applicant, at the sole discretion of the B&S Division. The B&S Division, upon receiving written request from the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken, may extend the time for action by the applicant for a single period not exceeding 180 days. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit a new complete application (plans, calculations and other data) and pay a new plan check fee.)

By checking this box, I agree to the above certification. Date: \_\_\_\_\_

[Save and resume later](#) [Continue Application »](#)

**Step 5: Receipt/ Record issuance**

- A submittal number (ex: BPCH23-00078) is generated for your tracking. Once the submittal is accepted, an invoice will be provided ready for permit before permit issuance.

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1 Select item to pay

2 Payment information

3 Receipt/Record issuance

**Step 3:Receipt/Record issuance****Receipt**

Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**8353 SIERRA AVE 1 FONTANA CA 92335**

BPCH23-  
00078

[Copy Record](#)