



City of Chino

Accele Citizen Access “How to Guide”



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[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

Step 1: Create your account

[Building](#) [Planning](#) [Engineering](#)

Advanced Search

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

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:



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Search...

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What would you like to do today?

To get started, select one of the services listed below:

Search...

[Home](#)

[Building](#)

[Planning](#)

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[+ Create an Application](#)

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Step 2:
Create an
application
under the
Engineering
tab





[+ Create an Application](#) [? Search Applications](#) [🕒 Schedule an Inspection](#)

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.

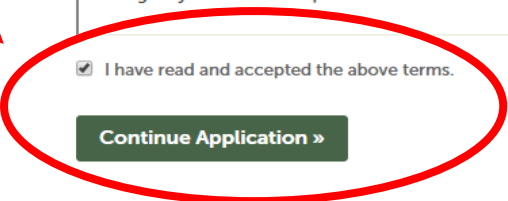
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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 »](#)

Step 3:
Accept the
terms &
continue
application





[Home](#) [Building](#) [Planning](#) [\[Redacted\]](#)

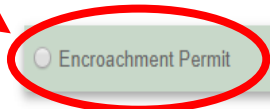
Create an Application Search Applications Schedule an Inspection

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.

- Encroachment Permit
- Transportation Permit

Step 4:
Select a
record type





Search...

Home Building Planning **Permits**

Create an Application Search Applications Schedule an Inspection

Encroachment Permit

1 **Contacts** 2 Work Details 3 Attachments 4 Review 5 Record Issuance

Step 1: Contacts > Contacts

* indicates a required field.

Step 5:
Enter
Applicant /
License
Professional
Information

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](#)

Licensed Professional

To find a licensed professional, click the Look Up button. To edit a licensed professional, click the Edit link.

[Add New](#) [Look Up](#)

[Save and resume later](#)

[Continue Application »](#)



Home Building Planning **Permits**

Create an Application Search Applications Schedule an Inspection

Encroachment Permit

1 Contacts 2 Work Details 3 Attachments 4 Review 5 Record Issuance

Step 2: Work Details > Work Details

* indicates a required field.

Detail Information

Project Number:

* General Description:

Enter work location, if there is not a physical address.

Detailed Description:

Step 6:
Enter work
location



Step 7:
Provide a
detailed
description





Step 8:
Select the
type of road
closure



Custom Fields

GENERAL INFORMATION

Project Number:


KEY DATES

Start Date: 


Expiration Date: 

PROFESSIONAL INFORMATION

Certificate of Insurance:

Certificate of Insurance Expiration Date: 

City Business License Number:

City Business License Expiration Date: 

CLOSURE TYPE

* Closure Required: Yes No

Lane Closure:

Sidewalk Closure:

Full Closure:

Shoulder Closure:

Detour:

WATCH Manual:

Traffic Control Plan:

Additional Conditions:



Step 9a:
Select "Add a Row" to enter type of work using the drop-down menu.

Step 9b:
Select "Add a Row" to enter the streets affected

WATCH Manual:
Traffic Control Plan:
Additional Conditions:
PUC Exempt:

TYPE OF WORK

Type of Work: **TYPE OF WORK**

Details:
Other Description:

Custom Lists

TYPE OF WORK

Showing 0-0 of 0

Type of Work	Details	Other Description
No records found.		

Add a Row **Edit Selected** **Delete Selected**

STREETS AFFECTED

Showing 0-0 of 0

Streets Affected	Limit of Roadway Affected From	Limit of Roadway Affected To	Length of Time Closure Needed	Date Closed	Date Reopened
No records found.					

Add a Row **Edit Selected** **Delete Selected**

STREETS AFFECTED

*Streets Affected:
*Limit of Roadway Affected From:
*Limit of Roadway Affected To:
Length of Time Closure Needed:
Date Closed:
Date Reopened:

Save and resume later **Submit** **Cancel** **Continue Application »**



Step 10: Attach the following documents –

1. Application
2. Site Plan
3. Traffic Control Plan

Home Building Planning **Encroachment Permit**

[+ Create an Application](#) [? Search Applications](#) [🕒 Schedule an Inspection](#)

Encroachment Permit

1 Contacts 2 Work Details **3 Attachments** 4 Review 5 Record Issuance

Step 3: Attachments > Documents

Click [here](#) to download a copy of the Application form required for submittal.

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. **Site Plan, Traffic Control Plan, Application**

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »





Step 11:
Accept the
terms &
continue
application

COMPLIANCE NOTE

"I Hereby apply for an Encroachment permit pursuant to the provisions of Chapter 12.02 of the Chino Municipal Code. I have received and read Chapter 12.02 of the Chino Municipal Code and I understand the requirements imposed upon me or my company and my agents, employees, contractors and suppliers. I understand that any violation of Chapter 12.02 may result in the issuance of a "Demand for Compliance" requiring me to comply with Chapter 12.02 and the directive of the Director of Public Works within 24 hours, unless I am able to satisfy said Director that such compliance is not required. I further understand that any violation of Chapter 12.02 may result in the issuance of a "Stop Work Order" requiring my project to be halted for an unspecified period of time and the suspension or revocation of any other permit issued to me by the City of Chino for this project (including any building permit). I further understand that any violation of Chapter 12.02 or the terms or conditions of the encroachment permit constitutes a misdemeanor. Finally, I understand and agree to compensate the City of Chino and any other party for all costs to restore any

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

Encroachment Permit

1 Contacts

2 Work Details

3 Attachments

4 Review

5 Record Issuance

Step 5 : Record Issuance



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

Thank you for using our online services.
Your Record Number is PW21-

*Remember your permit record
number. It will begin with "PW"

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your records.

Choose "View Record Details" to check status, or view other details.

[View Record Details »](#) (You must post the record in the work area.)



Record Information PW21-0453:

[Add to collection](#)

Encroachment Permit

Record Status: Pending

Record Info ▾

Payments ▾

Fees

Processing Status

- ⌚ ▶ Application Submittal
- Plans Distribution
- Project Engineer Review
- Transportation Review
- Accessibility Review
- Plans Coordination
- Permit Supervisor Review
- Permit Issuance
- Inspections
- Closed

Step 12: After submitting your permit application, you will be able to check the status of your permit. Once an automatic email is received that the permit is approved, payment can be made online.