



# THE CITY OF CHINO

Development Services, Building Division  
13220 Central Avenue  
Chino, CA 91710  
(909) 334-3251

## ACCELA CITIZEN ACCESS "HOW TO GUIDE"

Applications may be submitted 24 hours, seven days a week by Creating an Application and uploading required submittal documents to our [website](#). Applications are processed during normal business hours, Monday through Friday between 7:30 a.m. to 5:30 p.m. Review the electronic format requirements listed below. All payments must be by credit card, cash, or check. Submittal review can take up to 3 to 5 weeks after plan check fee is received.

### ELECTRONIC FORMAT REQUIREMENTS

- **PDF** - All electronic documents must be PDF (portable document format).
- **Unsecured Settings** - Choose "unsecured" on your security settings to enable staff to mark up the documents or create comments/notes.
- **File Naming Conventions** - All PDFs should use the same file naming conventions. All drawing files must be named as follow:

#### *PROJECT ADDRESS FILE DESCRIPTION*

Do not include "-" (dashes) or special characters in the file name. For example: 123 Main St Application; 123 Main St Civil Plans; 123 Main St Structural Calculations

- **Separate PDFs** - Submittals items, plans and supporting documents shall be saved as a separate PDF (i.e., plans, T-24, structural calculations, soils report, etc.).
- **Scale** - PDF exhibits must be generated at a prescribed scale (i.e.  $\frac{1}{4}" = 1'-0"$ , or  $\frac{1}{8}" = 1'-0"$ ) in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included but are not required.
- **Orientation** - All drawings/plans must uniformly use landscape orientation. Maintain a uniform page position and page size for all plans (architectural, landscape, civil, etc.).
- **Stamp Location** - Provide a 3-inch high x 6-inch wide clear space on the cover sheet or first page of each pdf in the lower right quadrant for jurisdiction stamps.
- **Conditions of Approval** - If your project received conditions of approval from the Planning Division, include a copy of all the conditions of approval with your submittal. You must also provide a letter or annotate response to each condition of approval.

### RESUBMITTAL REQUIREMENTS

After your initial submittal, you will receive a comment letter outlining the corrections needed or your project may be approved. If you receive comments, you will need to address each plan check comment and resubmit adhering to the original submittal requirements. Additional instructions for resubmittals:

- Include a response letter with a detailed explanation how you addressed each plan check comment, from all Departments/Divisions.

- Cloud all changes and note delta number on the title block.
- Use the same format, plan size and scale as the original submittal.
- Resubmit a complete set of plans using the *Resubmit* button.

## REVISION REQUIREMENTS

Revision submittals must contain the following:

- A clear and concise description of work summarizing revisions to the original plans.
- A separate file containing a full, complete drawing and document package containing the newly revised sheets, changes clearly highlighted, clouded and delineated with date of revision. (i.e: Cloud all changes and note delta number on the title block.)

## ONLINE REGISTRATION

The online process allows prospective plan check applicants to submit their plan checks and upload digital plans and documents. Staff will review the application materials to ensure all necessary documents have been provided.

To submit for a plan check, you must register for an ACA account or have an existing account. To register select, Register for an Account, on the Citizen Portal main screen. Reference our *How to Register for a Citizen Access Account* for further information.

Plan checks can be filed through our online [City of Chino's Accela Citizen Access \(ACA\) portal link](#). You may also paste this link into your internet browser to access the pre-application page:

<https://aca-prod.accela.com/CHINO/Default.aspx>

For questions related to the Accela Citizen Access registration, electronic plan check submittal process, or general building questions, please email [developmentsservices@cityofchino.org](mailto:developmentsservices@cityofchino.org) or call (909) 334-3251. We look forward to your submittal!

Please visit our [website](#) to submit your application

# SUBMIT FOR ELECTRONIC PLAN CHECK

## STEP #1

Home Building Planning Engineering Enforcement Service Requests

Advanced Search

Remember me on this computer I've forgotten my password New Users: Register for an Account Login »

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 Accla, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information that is efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community easier.

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

General Information

Lookup Property

Building

Login to your account to start the Electronic Plan Check process or if you're a new user Register for an Account. Click Login after entering in your username and password.

## STEP #2

Home Building Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Records

Show on Map

Showing 0-0 of 0

Date	Record Number	Application Name	Status
No records found.			

Search for Records

Enter information below to search for records.

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

Select the search type from the drop-down list.

General Search

Click on Building and select Create an Application to begin the process.

### STEP #3

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

#### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay 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

##### 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 »**

Read General Disclaimer, check box that you read General Disclaimer, then Click **Continue Application**

# STEP #4

### 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.

For New Address, Special Inspections, Special Inspector Registration, Refund Request, Permit Extension, Plan Review Extension, please select "Administration"

For Master Tract or Master Solar Records, Please Select "Building Project"

 Search

- ▶ Administration
- ▶ Building Project
- ▶ Residential
- ▶ Non-Residential

Continue Application »

Select the corresponding Record Type (Administration, Building Project, Residential or Non-Residential) of project being submitting for then the corresponding subtype. Click **Continue Application**.

Example: If applying for a reroof submittal you will select Residential first, then from the drop-down menu Residential Roof.

Select **Administration** for New Address, Special Inspections, Special Inspector Registration, Refund Request, Permit Extension, Plan Review Extension

Select **Building Project** for Master Tract or Master Solar Records for new residential developments.

### 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.

For New Address, Special Inspections, Special Inspector Registration, Refund Request, Permit Extension, Plan Review Extension, please select "Administration"

For Master Tract or Master Solar Records, Please Select "Building Project"

 Search

- ▼ Administration
  - Administration
- ▼ Building Project
  - Building Project
- ▼ Residential
  - Residential Addition-Alteration
  - Residential Demolition
  - Residential Electrical
  - Residential Mechanical
  - Residential New
  - Residential Patio
  - Residential Plumbing
  - Residential Pool-Spa
  - Residential Roof
  - Residential Solar
  - Residential Wall-Fence
- ▼ Non-Residential
  - Non-Residential Addition-Alteration
  - Non-Residential Collection-Container
  - Non-Residential Demolition
  - Non-Residential Electrical
  - Non-Residential Mechanical
  - Non-Residential New
  - Non-Residential Patio
  - Non-Residential Plumbing
  - Non-Residential Pool-Spa
  - Non-Residential Roof
  - Non-Residential Sign
  - Non-Residential Site Improvement
  - Non-Residential Solar
  - Non-Residential Wall-Fence

Continue Application »

## STEP #5

The screenshot shows two sections of a web form. The top section is titled 'Applicant' and contains the text: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Below this text are two buttons: 'Select from Account' and 'Add New'. The bottom section is titled 'Licensed Professional' and contains the text: 'To find a licensed professional, click the Look Up button. To edit a licensed professional, click the Edit link.' Below this text is a 'Look Up' button. At the bottom of the page, there are three buttons: 'Save and resume later' (yellow), 'Continue Application' (blue), and 'Cancel' (blue).

Enter in Applicant information. When clicking **Select from Account** it will generate account information from existing account

If applying on someone's behalf, select **Add New** and enter in their contact information.

**Note contact data entered will become the main point of contact on the record and will receive all notifications related to the project.**

**To add additional contacts to an existing record, contact the division for further assistance.**

The screenshot shows a 'Look Up License' form. It has the following fields: 'License Type' (a dropdown menu with '--Select--' selected), 'State License Number' (a text input), 'Name of Business' (a text input), 'Address Line 1' (a text input), 'City' (a text input), 'State' (a text input), 'Zip' (a text input), 'Main Phone' (a text input), 'Mobile Phone' (a text input), 'Fax' (a text input), and 'E-mail' (a text input). A dropdown menu for 'License Type' is open, showing options: '--Select--', 'City Staff', 'Contractor', and 'Owner Builder'. At the bottom of the form are three buttons: 'Look Up' (blue), 'Clear' (blue), and 'Discard Changes' (blue).

For Licensed Professional if contractor information is available upon submittal, select **contractor** in License Type and enter in contractor information and click **look up**.

If generated a **no results found**, either a City Contractors Business License needs to be obtained or information needs to be entered in the Building Division database.

If applying as an **owner builder**, select owner builder in the license type and click **look up**.

If any issues appear contact the division for further assistance.

Click **Continue Application** located on the bottom right of the page when completed.

## STEP #6

### Address

For best search results, only enter a Street No. and Street Name, then click Search and select appropriate address from the result list.

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

Enter in the **Street No.** and **Street Name** only. Click on **Search**  
The associated parcel number and owner information will automatically generate with the entered address. Verify information is correct.

### Parcel

\*Parcel Number:

If address has recently been created enter in 999999 in the **Street No.** box and click on **Search**. This will generate temporary codes that will allow you to continue onto the next page.

### Owner

Owner Name:  ⓘ

Address Line 1:

Address Line 2:

City:  State:  Zip:

If any issues appear contact the division for further assistance.

Click **Continue Application** located on the bottom right of the page when completed.

## STEP #7

\* indicates a required field.

### Detail Information

\* Scope of Work:  
*Please be specific as to the details related to your application submittal and tract number*

Tract Number:

### Custom Fields

#### APPLICATION INFORMATION

\* Accessory Dwelling Unit:  Yes  No

\* Code Enforcement Case:  Yes  No

\* Home Owners Association:  Yes  No

\* Deferred Permits:  Yes  No

Provide a Detailed Description of work related to the proposed work being performed (dimensions, square footage, electrical amp size, etc.) in the **Scope of Work**.

**Tract Number** box only applicable to tract submittals.

If your submittal is for an **Accessory Dwelling Unit** click either *Yes* or *No*. If you select *Yes* and have overhead electric service drop SCE approval is required. Please submit a proposal/inquiry to [d34customerdocs@sce.com](mailto:d34customerdocs@sce.com) or call 1-800-655-4555. Once approved, include the approval document/email correspondence with your permit application package.

If you are required to submit a permit due to a **Code Enforcement Case** and are working with a Code Enforcement Officer, click either *Yes* or *No*.

If your submittal will have **deferrals** click either *Yes* or *No*.

If you reside in a **Home Owners Association** click either *Yes* or *No*. If you click *Yes* the submittal will require an approval letter that will need to be uploaded on the following screen.

Click **Continue Application** located on the bottom right of the page when completed.

Save and resume later

Continue Application »

## STEP #8

An electronic upload of a Completed Application form is required in order to complete your online application. To download a current copy of this form, please click the following:

[Application Form](#)

For handout, standards and forms please click on link below:

[Handouts and Forms](#)

In addition, this record may require fire department approval contact Chino Valley Fire District 14011 City Center Dr. Chino Hills, CA. 91709 909-315-8829 to verify. If approval from fire department is required, please attach and submit fire department approval letter below.

\* indicates a required field.

### Attachment

To download the required form, please click the following:

- [Application](#)

Please Note: The following characters are not accepted within the file name: ! \* ' ; : @ 0 = + \$ , / ? % # [ ] " < > | The use of any special characters within the file name will result in an incomplete submittal, which could delay your application process and review timeline.

**INSERTING AND DELETING SHEETS FOR RESUBMITTALS:**

1. The resubmittal must always include the full plan set. Partial submittals are not accepted.
2. To delete a sheet from the revised plan – add a strike and "DELETED SHEET" label. The corresponding sheet number must be visible.
3. Revised plans may have inserted sheets. However, the newly inserted sheets must always be placed at the end and have a new unique number.

The maximum file size allowed is 100 MB.

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.  
Application

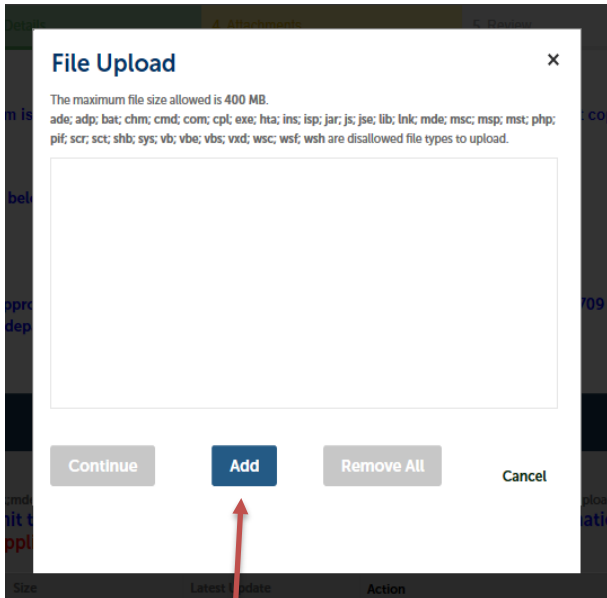
Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

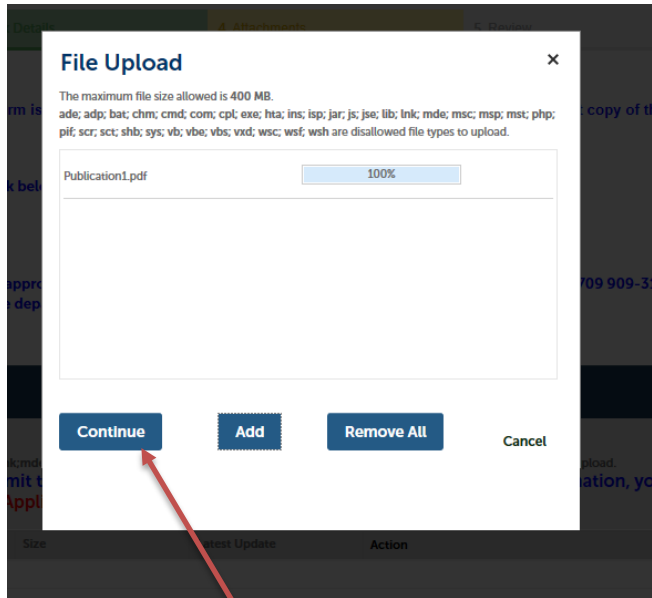
[Save and resume later](#)

[Continue Application »](#)

Click **Add** to upload plans and supporting Documentation.



Click **Add** to attach plans and supporting documentation.



Click **Continue** after all files are uploaded.

**Attachment**

To download the required form, please click the following:

- Application

Please Note: The following characters are **not accepted** within the file name: ! \* ' ; : @ & = + \$ , / ? % # [ ] " < > | The use of any special characters within the file name will result in an incomplete submittal, which could delay your application process and review timeline.

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- To delete a sheet from the revised plan – add a strike and "DELETED SHEET" label. The corresponding sheet number must be visible.
- Revised plans may have inserted sheets. However, the newly inserted sheets must always be placed at the end and have a new unique number.

The maximum file size allowed is 100 MB.

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.

Application

Name	Type	Size	Latest Update	Action
No records found.				

File: :Application Form 2015 (REVISED 6-25-19).pdf 100%

Description:

Save Add Remove All

Save and resume later

--Select--  
 Address Request Application  
 Application  
 AQMD  
 Climate Action Plan  
 Common Property Line Agreement  
 Construction Cost Valuation  
 Correspondence  
 Differed Submittal  
 Fire Approval  
 Hardship Application  
 Health Department Approval Letter  
 Home Owners Association Approval Letter  
 Miscellaneous  
 Owner/Builder Declaration  
 Permit Extension  
 Photos  
 Plan Check Extension Application  
 Plans  
 Property Line Agreement  
 Recycle Form CD-1  
 Recycle Form CD-2  
 Recycle Form CD-3  
 Refund Request Application  
 Revisions  
 School Fee Receipt  
 Smoke/Carbon Monoxide Alarm Retrofit  
 Structural Calculations  
 Truss Calculations

Select the Type of upload from the drop-down menu and provide a Description of the upload if you wish.

Once you have completed the upload Type and Description Click **Save**

Continue Application »

## Attachment

The maximum file size allowed is 400 MB.

ade;adp;bat;chm;cmd;com;cpb;exe;hta;ins;isp;jar;js;json;lib;lnk;mde;msc;msp;mst;php;plf;scr;scf;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. **Application**

Name	Type	Size	Latest Update	Action
Publication1.pdf	Home Owners Association Approval Letter	2.71 MB	01/10/2023	Actions ▼
Publication1.pdf	Application	2.71 MB	01/10/2023	Actions ▼
Publication1.pdf	Plans	2.71 MB	01/10/2023	Actions ▼

Add

Verify all your uploads attached. If you need to attach more files, Click **Add**, If all your files are attached Click **Continue Application**.

Save and resume later

Continue Application »

**Note when labeling file name(s) to avoid special characters. If special characters are used, you will be asked to resubmit the file.**

## STEP #9

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

**Record Type**

Residential New

**Applicant** Edit

development services  
City of Chino  
13220 Central Avenue  
Chino, CA, 91710  
E-mail: development.services@cityofchino.org

**Licensed Professional** Edit

**Address** Edit

999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710

**Parcel** Edit

Parcel Number: 999999999

**Owner** Edit

SEE DESCRIPTION BELOW

**Custom Fields**

**APPLICATION INFORMATION** Edit

Home Owners Associations: No

**Detail Information** Edit

Scope of Work: 435 square foot detached ADU

**Attachment** Edit

The maximum file size allowed is 400 MB.  
ade;adp;bat;chm;cmd;com;cpb;exe;hta;ins;isp;jar;js;json;lib;lnk;mde;msc;msp;mst;php;plf;scr;scf;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. **Application**

Name	Type	Size	Latest Update	Action
Publication1.pdf	Application	2.71 MB	01/10/2023	Actions ▼
Publication1.pdf	Home Owners Association Approval	2.71 MB	01/10/2023	Actions ▼
Publication1.pdf	Plans	2.71 MB	01/10/2023	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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

Save and resume later Continue Application »

Review all information. If any of the information is not correct Click **Edit** button in the corresponding section.

If all the information is correct read the **Certification**, Click **Check Box** stating you agree with Certification then Click **Continue Application**.

## STEP #10

Search...

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Residential New

1 2 Location 3 Work Details 4 Attachments 5 Review 6 Record Issuance

### Step 6: 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 B23-0001.**

You will need this number to check the status of your application

Your Plan Check Number is right here. It will be referred to as either your **Record** or **Permit number** during the submittal process.

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

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

Your Application is now complete. We will reach out to the contact if we have any questions. If we have no questions, a generated email will be sent out with instructions on how to pay for plan check (if applicable) or permit fees. Allow up to 3 to 5 business days after you submit for an email to be sent.

***The plan check process will not start until the invoice is paid.***

# RESUBMITTALS

To resubmit corrections for a plan check, you must be login into your ACA account and on the permit/record numbers page.

<https://aca-prod.accela.com/CHINO/Default.aspx>

## STEP #1

The screenshot shows the Accela Citizen Access web application interface. At the top, there is a navigation bar with links for Home, Building, Planning, Engineering, Enforcement, and Service Requests. Below this is a secondary navigation bar with buttons for 'Create an Application', 'Search Applications', and 'Schedule Inspection'. The main content area displays 'Record Information B23-0001' with a title 'Residential New' and a status of 'Applied'. A red callout box with a white background and a red border points to the 'Record Info' dropdown menu. The callout text reads: 'From your Record/Permit number page. Click on Record Info.' Below the record information, there is a section for 'Work Location' with the address '999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710' and a message 'Could not connect to the GIS Server.'

## STEP #2

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

### Residential New

Record Status: Applied

Record Info Payments

Record Details  
Processing Status  
Related Records  
Attachments  
Inspections  
Valuation Calculator

WORK LOCATION

999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710

Could not connect to the GIS Server.

From the drop-down menu. Click on **Attachments**.

## STEP #3

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

### Residential New

Record Status: Applied

Record Info Payments

FOR RESUBMITALS CLICK ON THE RESUBMIT ACTIONS MENU

#### Attachments

The maximum file size allowed is 100 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;lib;lnk;mde;msc;msp;mst;php;plf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Publication1.pdf	B23-0001	Residential New	Record	Application	2.71 MB	01/10/2023	Actions	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Home Owners Association Approval	2.71 MB	01/10/2023	Actions	Residential New - B23-0001
RESIDENTIAL PLAN REVIEW CORRECTIONS SHEET.pdf	B23-0001	Residential New	Record	Correspondence	55.34 KB	01/11/2023	Actions	Residential New - B23-0001
Publication120230111100751161.pdf	B23-0001	Residential New	Record	Plans	2.72 MB	01/11/2023	Resubmit Actions	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Plans	2.71 MB	01/11/2023	Actions	Residential New - B23-0001

Add

The documents listed will show all initial documents uploaded along with a correction sheet and marked up plan set.

Click on **Resubmit** from the marked-up plan set. A pop-up box will appear to upload resubmittal documents.

## STEP #4

### Attachments

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;msi;php;plf;scr;scd;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Publication1.pdf	B23-0001	Residential New	Record	Application	2.71 MB	01/10/2023	Actions ▾	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Home Owners Association Approval	2.71 MB	01/10/2023	Actions ▾	Residential New - B23-0001
RESIDENTIAL PLAN REVIEW CORRECTIONS SHEET.pdf	B23-0001	Residential New	Record	Correspondence	55.34 KB	01/11/2023	Actions ▾	Residential New - B23-0001
Publication120230111100751[6].pdf	B23-0001	Residential New	Record	Plans	2.72 MB	01/11/2023	Resubmit Actions ▾	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Plans	2.71 MB	01/11/2023	Actions ▾	Residential New - B23-0001

File: Publication1.pdf Remove  
100% \*Type: Plans ▾

Description:


Save Add Remove All

After all resubmittal documents are uploaded click **Save**. You do not need to alter file name or type. You can add a description for further notes if you wish.

## STEP #5

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Record Information B23-0001: Add to collection

### Residential New

Record Status: Applied

Record Info Payments

FOR RESUBMITALS CLICK ON THE RESUBMIT ACTIONS MENU

#### Attachments

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;json;lib;lnk;mde;msc;msp;mst;php;pif;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Publication1.pdf	B23-0001	Residential New	Record	Application	2.71 MB	01/10/2023	Actions	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Home Owners Association Approval	2.71 MB	01/10/2023	Actions	Residential New - B23-0001
RESIDENTIAL PLAN REVIEW CORRECTIONS SHEET.pdf	B23-0001	Residential New	Record	Correspondence	55.34 KB	01/11/2023	Actions	Residential New - B23-0001
Publication120230111100751[6].pdf	B23-0001	Residential New	Record	Plans	2.72 MB	01/11/2023	Resubmit Actions	Residential New - B23-0001
Publication1.pdf	B23-0001	Residential New	Record	Plans	2.71 MB	01/11/2023	Actions	Residential New - B23-0001

< Prev 1 2 Next >

Add

Once documents have been saved, on the top of the screen a notification will appear that the documents have been successfully uploaded.

The resubmittal process is now complete. We will reach out to the contact if we have any questions or issues regarding the documents uploaded.

# REVISIONS

## STEP #1

### Revision

1 Work Details

2 Review

3 Record Issuance

#### Step 1: Work Details > Revision Details

\* 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

### Detail Information

\* Scope of Work:

Please be specific as to the details related to your application submittal and tract number

Tract Number:

### Custom Fields

#### GENERAL INFORMATION

Parent ID:

823-0115

### Attachment

Attach documents below (click on Add).

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

Add

Complete **Step 1: Work Detail > Revision Detail** page.

Complete Applicant, Detail Information, and Attachment sections.

The information provided in the **Applicant** section will be the main point of contact for the Revision submittal.

In the **Detail Information** section, clearly describe the scope of work for the Revision.

In the **Attachment** section, **Add** the revised plan set and a new Building Permit Application relating to the Revision only.

Once the sections have been completed click on **Continue Application**.

Save and resume later

Continue Application »

If you need to come back and complete this page later, please click on **Save and resume later** located on the left-hand side to save your progress.

Note when labeling file name(s) to avoid special characters. If special characters are used, you will be asked to resubmit the file.

## STEP #2

### Revision



### Step 2: 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

### Revision

#### Applicant

Raechel Reynosa  
13220 Central  
Chino, CA, 91710  
E-mail: rreynosa@cityofchino.org

Edit

In Step 2: Review. Review the information you have entered. If you notice you need to make changes, click on any of the **Edit** buttons located on the right-hand side.

#### Detail Information

Edit

Scope of Work: test for revision

#### Custom Fields

##### GENERAL INFORMATION

Parent ID: B23-0115

Edit

#### Attachment

Edit

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
Application.pdf	Application	91.21 KB	06/23/2023	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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

Date:

Save and resume later

Click on the **certification box** on the left-hand side prior clicking on **Continue Application**.

Continue Application »

If you need to come back and complete this page later, please click on **Save and resume later** located on the left-hand side to save your progress.

## STEP #3

### Revision

1 Work Details	2 Review	3 Record Issuance
----------------	----------	-------------------

#### Step 3: 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 B23-0115.REV001.**

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.

[Print/View Invoice\(s\)](#)

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

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

The Revision submittal is now complete. You will be generated a Revision Record Number. Reference this number when inquiring about the submittal.

We will reach out to the contact on file if we have any questions or issues regarding the documents uploaded. **Revision fees will be processed and paid for under the main record number.** You will receive a notification for payment referencing the main record number only.

To receive an updated permit and job card print out from the main record number.

# MAKE PAYMENT

## STEP #1

The screenshot shows the Accela Citizen Access web application interface. At the top, there is a search bar and a navigation menu with options: Home, Building, Planning, Engineering, Enforcement, and Service Requests. Below this is a secondary navigation bar with icons for 'Create an Application', 'Search Applications', and 'Schedule Inspection'. The main content area displays 'Record Information B23-0001:' and 'Residential New'. The record status is 'Applied'. There are two tabs: 'Record Info' and 'Payments'. The 'Payments' tab is selected and highlighted with a red arrow pointing to it. A red callout box with a white background and a red border contains the text: 'From your Record/Permit number page. Click on Payments.' Below the tabs, there is a section for 'Work Location' with the address '999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710' and a message 'Could not connect to the GIS Server.'

## STEP #2

This screenshot is similar to the one in Step #1, showing the same record information page. However, the 'Payments' drop-down menu is open, and the 'Fees' option is highlighted with a red arrow. A red callout box with a white background and a red border contains the text: 'From the drop-down menu. Click on Fees.' The rest of the page layout, including the navigation and work location information, remains the same.

### STEP #3

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

## Residential New

Record Status: Applied

Record Info Payments

FOR RESUBMITALS CLICK ON THE RESUBMIT A

The outstanding fees will show below. Click on **Pay Fees** on the far-right side of the first fee invoiced.

**Fees**

**Outstanding:**

Date	Invoice Number	Amount	
01/11/2023	940	\$18.75	<a href="#">Pay Fees</a>

Total outstanding fees: \$18.75

### STEP #4

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Note: Customers paying with cash or check receive a cash discount by paying the Cash or Check Total. Other methods of payment must pay the Grand Total.**

If you choose to pay by check; please include record number on check and make check payable to the City of Chino, and mail check to:

Attn: Development Services Building division.  
13220 Central Ave  
Chino Ca, 91710

If you choose to pay by cash: all cash payments shall be made at City Hall cashier department, please visit 13220 Central Ave, Chino Ca, 91710.

**Please note: the building permitting process will begin after initial payment is received. Final payment is due on a later date after the project is approved by all required divisions.**

Various payment options will be outlined on this page. If you wish to continue to make payment online, click **Continue Application**

**Application Fees**

Fees		
Building Plan Check	1	\$18.75

TOTAL FEES: \$18.75  
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

## STEP #5

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Visa
- MasterCard

\* Indicates a required field.

### Payment Options

Cash or Check Total: \$18.75  
Cash or Check Discount: \$0.47  
Grand Total: \$19.22

Pay with Credit Card

#### Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:

\* Name on Card:  \* Exp. Date:

#### Credit Card Holder Information:

Auto-fill with

Country:

\* Street Address:

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

\* Phone:

E-mail:

**Submit Payment >**

Enter in the following credit card information requested.  
Click on **Submit Payment** once completed.

After clicking submit payment, staff will be notified that payment has been received. We will then either route the submittal for review or check that the permit was issued.

# PERMIT AND JOB CARD LOCATION

To view the permit and job card, you must be login into your ACA account and on the permit/record numbers page.

<https://aca-prod.accela.com/CHINO/Default.aspx>

Home **Building** Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

## Residential New

Record Status: Issued

Record Info Payments

FOR RESUBMITALS CLICK ON THE RESUBMIT ACTIONS MENU

### Work Location

999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710

Could not connect to the GIS Server.

### Record Details

<b>Applicant:</b> development services City of Chino 13220 Central Avenue Chino, CA, 91710 developmentsservices@cityofchino.org	<b>Application Description:</b> 435 square foot detached ADU	<b>Owner:</b> SEE DESCRIPTION BELOW
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More Details

Print/View Permit Print/View Job Card

After a permit has been issued the record status will change to Issued.

The permit and job card will be located on the bottom of the permit/record numbers page under More Details.

There will be two buttons Print/View Permit and Print/View Job Card to download and print the documents.

Keep the permit and job card for your records. The Job Card needs to be at the Job Site for inspections. The approved plans and supported documents will be in the *Attachments* section.

# CHECK STATUS

To check the status of the submittal during plan check, you must be login into your ACA account and on the permit/record numbers page.

<https://aca-prod.accela.com/CHINO/Default.aspx>

## STEP #1

Home Building Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

### Residential New

Record Status: Applied

Record Info Payments

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

WORK LOCATION

999999 SEE DESCRIPTION ABOVE AVE, CHINO, CA 91710

Could not connect to the GIS Server.

## STEP #2

Home Building Planning Engineering Enforcement Service Requests

Create an Application Search Applications Schedule Inspection

Record Information B23-0001: Add to collection

### Residential New

Record Status: Issued

Record Info Payments

FOR RESUBMITALS CLICK ON THE RESUBMIT ACTIONS MENU

#### Processing Status

- Application Submittal
- Plans Distribution
- Building Review
- Planning Review
- Public Works Review
- Fire Approval
- Health Approval
- HOA Approval
- AQMD Approval
- School Fees
- Plans Coordination
- Permit Issuance
- Inspections
- Closed

### STEP #3

**Processing Status**

- ✓ Application Submittal  
Marked as Accepted for Review on 01/11/2023
- ✓ Plans Distribution  
Marked as Routed for Review on 01/11/2023  
  
Marked as Route to EPR on 01/11/2023  
  
Marked as Routed for Review on 01/11/2023
- ☐ Marked as Documents Routed on 01/11/2023  
  
Marked as Route to EPR on 01/11/2023
- ✓ Building Review  
Marked as Approved on 01/11/2023  
  
Marked as Corrections Required on 01/11/2023
- ✓ Planning Review  
Marked as Approved on 01/11/2023  
Public Works Review  
Fire Approval  
Health Approval  
HOA Approval  
AQMD Approval  
School Fees
- ✓ Plans Coordination  
Marked as Ready for Issuance on 01/11/2023  
  
Marked as Corrections Required on 01/11/2023  
  
Marked as Corrections Deliverable on 01/11/2023
- ✓ Permit Issuance  
Marked as Issued on 01/11/2023
- ⌚ Inspections  
Marked as TBD on TBD  
  
Closed

To view further information under each status review, click on the triangle to expand and view additional comments.

If you have any questions/ further clarification regarding the status of a submittal you may call the Building Division at (909) 334-3251 or email [developmentservices@cityofchino.org](mailto:developmentservices@cityofchino.org). Please reference the permit/record number when inquiring.