



City of Chino
Development Services Department
Building Division

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The mission of the Building Division is to provide quality services to the community in a manner that is comprehensive, efficient, knowledgeable, and helpful. The Building Division promotes and ensures that all development in the City of Chino is constructed in accordance with the standards of safety established by the California Building Codes.

Frequently Asked Questions

***When are Building, Plumbing, Mechanical, or Electrical Permits required?**

There are very few areas of new construction or repair that do not require permits. Each of the California Codes specifies that all work requires permits and then they list exceptions to that rule. The safest course of action is to call the Building Division to determine if work that you propose to do requires a permit. A Permit Technician can be reached at (909) 334-3251, or FAX a sketch and description to (909) 334-3729.

***What are the permit fees associated with a project? What are the permit fees associated with patio covers, balconies, walls, re-roofs, and sprinklers?**

Building Valuation Data, Building Permit Fee Calculation Tables, and Plumbing, Mechanical, and Electrical Fee Tables are available at the Building Division counter. If you require assistance in using these tables, our Permit Technician can be reached at (909) 334-3251.

***What work is exempt from building permits?**

Examples are painting, wall papering, carpet, tile, repairing leaky plumbing faucets, and maintenance of mechanical equipment. Please see "When are Building, Plumbing, Mechanical, or Electrical Permits required?" above.

***What are the Building Division business hours?**

Our current availability to the public is from 7:30 a.m. to 5:30 p.m., Monday through Friday.

***What is required for the plan check process?**

Different projects require different information. In general, five sets of detailed plans and referral department information. Plan Check Submittal Requirements handouts are available at the Building Division counter.

***How long does it take to complete the plan check process?**

New residential or commercial work in the City of Chino is expected to take 4-5 weeks for the first review, and 1-2 weeks for the second and subsequent reviews. These time frames assume complete application information and no unforeseen problems with referral department approvals.

***When do I call for an inspection?**

Inspections must be made while the work is accessible. Requests made before 3:00 p.m. will be performed on the next business day. A handout for "Inspection Information" is available at the Building Division counter and on the City of Chino's website.

***Do businesses relocating to and within the City of Chino need a new Certificate of Occupancy?**

New buildings or suites in buildings that were previously not occupied would require a Certificate of Occupancy. Also, significant changes in use of an existing building might also require a review culminating with a new Certificate of Occupancy. If, however, you propose to occupy a building or suite that was previously occupied by a similar business, a new Certificate of Occupancy would not be required.

***What are the Business License Fees in the City of Chino?**

Please contact the City of Chino Finance Department, Business Licensing Division, at (909) 334-3263.

***How many layers of roofing material are allowed on a structure?**

For asphalt composition roofing material, the California Building Code allows the application of one additional layer of roofing material, for a total of two layers.

***At what point does a building permit expire?**

One hundred and eighty (180) days after issuance, or 180 days after work has been suspended or abandoned.

***How can I get an extension on a permit that will expire soon?**

One, and only one, 180-day extension may be granted by the Building Official at no cost prior to permit expiration. A letter outlining the reason for the extension must be received prior to the expiration date. The extension is allowed for plan review (before the permit is issued) and for the #1 building permit work to begin.