



# City of Chino Accela Citizen Access "How to Guide" <https://aca.cityofchino.org/CitizenAccess>

## -STEP 1: CREATE YOUR ACCOUNT-

Announcements  Accessibility Support **Register for an Account**

Search...

Home **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**

## -STEP 2: CREATE A BUILDING PERMIT APPLICATION-

Home **Building** Planning Engineering

**+ Create an Application** ? Search Applications ⌚ Schedule Inspection

Home **Building** Planning Engineering

**+ Create an Application** ? Search Applications ⌚ Schedule Inspection

### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update | convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclai

#### 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 »**



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**-STEP 3: SELECT A RECORD TYPE-**

Choose one of the following available record types. |

For New Address, Special Inspections, Special Inspector Registration, Refund Requests, Permit Extension, Plan Review Extension, please select **Administration**  
For Master Tract or Master Solar Records, Please Select **Building Project**

- ▶ Administration
- ▶ 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

For New Address, Special Inspections, Special Inspector Registration, Refund Requests, Permit Extension, Plan Review Extension, please select **Administration**  
For Master Tract, or Master Solar Records, please select **Building Project**.

**Continue Application »**



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**-STEP 4: APPLICANT/ LICENSED PROF INFO-**

**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

**Look Up**



**Save and resume later**

**FOR LICENSED CONTRACTORS- LOOK UP LICENSE.**  
**FOR OWNER/BUILDER- DROP DOWN “LICENSE TYPE” AND CHOOSE OWNER/ BUILDER.**

**Look Up License**

License Type:    State License Number:

Name of Business:

Address Line 1:

City:    State:    Zip:

Main Phone:    Mobile Phone:

E-mail:

**Look Up**   **Clear**   Discard Changes



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**-STEP 5: LOCATION-**

**Address**

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

City:  State:  \*Zip:

ENTER IN THE **ADDRESS ONLY** AND CLICK “SEARCH”. THE ASSOCIATED PARCEL NUMBER AND OWNER INFORMATION WILL AUTOMATICALLY POP UP WITH THE ENTERED ADDRESS. THEN CONTINUE APP. IF ADDRESS DOES NOT WORK, ENTER IN “999999” IN STREET NUMBER ONLY. HIT SEARCH.

**-STEP 6: HOA APPROVAL-**

PLEASE CHECK OFF IF YOU LIVE IN A HOME OWNER’S ASSOCIATION (HOA).

**-STEP 7: WORK DETAILS-**

**Detail Information**

\*Detailed Description: ?

*How many solar arrays?, Location (Ground, roof, etc), and the KW.*

ENTER IN YOUR DESCRIPTION OF WORK-MORE INFO THE BETTER. TRACT NUMBER IS ONLY FOR TRACT SUBMITTALS.

Tract Number:



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**-STEP 8: ATTACHMENTS/ DOCUMENTS-**

Step 4 : Attachments > Documents

An electronic upload of a Completed Application form is required in order to complete your online application.

Application Form



For handouts, 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 of Chino Building Division, 200 S. 15th Street, Chino, CA 91709. If approval from the department is required, please attach and submit fire department approval letter below.

\* indicates a required field.

**\*THE BUILDING PERMIT APPLICATION IS AVAILABLE HERE AS A FILLABLE PDF. SAVE IT ONTO YOUR DESKTOP AND ATTACH THE DOCUMENT AS YOUR APPLICATION.\***  
**PLEASE ALSO UPLOAD ALL PLANS, REPORTS, STRUCTURAL CALCULATIONS, ETC HERE AS WELL.**

**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. Application

Name	Type	Size	Latest Update	Action
No records found.				

**Add**



Save and resume later

Continue Application »

**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. Application

Name	Type	Size	Latest Update
No records found.			

File: ;Application Form 2015 (REVISED 2-11-19).doc 100%

\*Type: --Select--

Description:

**Save Add Remove All**


**CLICK ON "ADD" TO ATTACH YOUR DOCUMENTS. AFTER ADDING, CHOOSE THE TYPE OF DOCUMENT FROM THE DROP DOWN "TYPE". ONCE SELECTED, GIVE A DESCRIPTION OF SAID DOCUMENT.\*NO SPECIAL CHARACTERS IN FILE NAME\* DON'T FORGET TO CLICK "SAVE"! HIT CONTINUE APPLICATION ONCE YOU'VE UPLOADED ALL REQUIRED DOCUMENTS.**


Save and resume later



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**-STEP 9: REVIEW SUBMITTAL/ RECORD ISSUANCE-**



**REVIEW ALL INFORMATION FOR ACCURACY. BE SURE TO CLICK ON “CONTINUE APPLICATION” TO SUBMIT. A CONFIRMATION WILL BE SENT TO YOUR EMAIL WITH A RECORD (PERMIT) NUMBER SUCH AS BXX-XXXX.**  
  
**CHECKING STATUS OF A PERMIT CAN BE DONE ONLINE THROUGH YOUR ACCOUNT.**


**-HOW TO ATTACH/ UPLOAD/ VIEW DOCUMENTS-**

**LOG INTO YOUR ACCOUNT. CLICK DIRECTLY ON YOUR RECORD NUMBER BXX-XXXX. CHOOSE RECORD INFO> ATTACHMENTS> ADD.**

Record Info ▼

Payments ▼

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- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections
- Valuation Calculator

is 100 MB.  
;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;

Record ID	Record Type	Entity Type
B22-0021	Residential Pool-Spa	Record
B22-0021	Residential Pool-Spa	Record
B22-0021	Residential Pool-Spa	Record
B22-0021	Residential Pool-Spa	Record
B22-0021	Residential Pool-Spa	Record

**Add**



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**\*TO RESUBMIT CORRECTIONS-  
 PLEASE BE SURE TO CLICK ON  
 “RESUBMIT” UNDER \*ACTION\*\***

Record Info ▾    Payments ▾

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**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;mst;php;pif;scr;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
Building-Permit-Application-PDF-.pdf	B22-0021	Residential Pool-Spa	Record	Application	137.91 KB	05/10/2022	Actions ▾	Residential Pool-Spa - B22-0021
RESIDENTIAL PLAN REVIEW CORRECTIONS SHEET.pdf	B22-0021	Residential Pool-Spa	Record	Correspondence	55.77 KB	05/10/2022	Actions ▾	Residential Pool-Spa - B22-0021
RESIDENTIAL PLAN REVIEW CORRECTIONS SHEET.pdf	B22-0021	Residential Pool-Spa	Record	Correspondence	55.77 KB	05/10/2022	Actions ▾	Residential Pool-Spa - B22-0021
Building-Permit-Application-PDF-20220510115253[8].pdf	B22-0021	Residential Pool-Spa	Record	1st Plan Submittal	189.04 KB	05/10/2022	<b>Resubmit</b> Actions ▾	Residential Pool-Spa - B22-0021
Building-Permit-Application-PDF-.pdf	B22-0021	Residential Pool-Spa	Record	1st Plan Submittal	137.91 KB	05/10/2022	Actions ▾	Residential Pool-Spa - B22-0021

< Prev    1    2    Next >

**Add**

**-HOW TO CHECK STATUS-**

**Record Status: Applied**

Record Info ▾    Payments ▾

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**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

**TO CHECK STATUS- CLICK ON YOUR RECORD NUMBER, CHOOSE RECORD INFO> PROCESSING STATUS. CLICK ON EACH INDIVIDUAL DEPARTMENT TO SEE IF THE PLANS WERE ROUTED FOR REVIEW, APPROVED, OR IF THERE ARE CORRECTIONS/ COMMENTS.**



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**-HOW TO MAKE PAYMENT-**

## Non-Residential Addition-Alteration

Record Status: Pending

Record Info ▾      Payments ▾      ←

**Fees**

### Fees

**Outstanding:**

Date	Invoice Number	Amount	
08/25/2021	56761	\$610.88	<b>Pay Fees</b>
<b>Total outstanding fees: \$610.88</b>			

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 will be assessed at a later date after the project is approved by all required divisions.**

**Application Fees**

Fees	Qty.	Amount
Building Plan Check	1	\$610.88

**TOTAL FEES: \$610.88**

Note: This does not include additional inspection fees which may be assessed later.

**Continue Application >**





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-LOCATE YOUR PERMIT AND JOB CARD-

Record Information B21-2280:

## Residential Electrical

Record Status: Issued

Record Info ▼	Payments ▼
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### Work Location

6730 HARRINGTON CT, CHINO, CA 91710

### Record Details

**Applicant:**  
ELECTECH  
1249 S DIAMOND BAR BLVD 436  
DIAMOND BAR, CA, 91765  
Main Phone: 8007507515

**Application Description:**  
NEW PANEL UPGRADE 200A

▶ **More Details**

**Print/View Permit**   **Print/View Job Card**

TO LOCATE YOUR PERMIT/ JOB CARD- LOG INTO YOUR ACCOUNT, CLICK ON YOUR RECORD NUMBER, SCROLL ALL THE WAY DOWN TO SEE PRINT/VIEW PERMIT AND JOB CARD.