

City of Redlands

Applying for a Building Permit Online

To apply for a building permit go to this webpage: <https://gis.cityofredlands.org/pol>

If you do not have an account click on [Sign Up](#)

Log In
Don't have an account? [Sign Up](#)

Username

Password

Log In

[Forgot Password?](#)

5.2.1-Release

Enter the requested information then click on Register. You will receive an email with instructions on confirming your user account.

Apply for a login

All fields are required

CREDENTIALS:

Email Address
youremail@domain.com

✔ Login Id is Available

Password
●●●●●●

Confirm Password
●●●●●●

CONTACT INFORMATION:

First Name
Your

Last Name
Name

Address
1122 Main St

City
Redlands

State
CA

Zip
92374

Home Phone
909-555-1212

Mobile Phone
909-555-1212

Register

Cancel

After you sign up enter your username and password to login.

To start an application click on Create Application at the top of the screen.

City of Redlands - Permits

Create Application

Select the application type you are applying for, then click on begin application. You can type a search word in the search box to narrow the list of applications.

Select an Application

B-Solar

Begin Application

1 - Main

Enter a description of the work to be performed. Here are a couple of examples:

RESIDENTIAL: (N) 11.55kw PV SOLAR (ROOF MOUNTED), (33) MODULES

RESIDENTIAL: REPLACE WATER HEATER (LOCATED INSIDE THE GARAGE)

As you are typing in the address a list of suggestions will appear. If your address shows up click on it. Then click on Next to proceed.

Application: B-Solar

1 Main

Description of work to be performed

RESIDENTIAL: (N) 11.55kw PV SOLAR (ROOF MOUNTED), (33) MODULES

Address (Enter the address then select if from the list that appears, if it does not appear click next after the full address is entered)

35 cajon

Suggestions...

35 CAJON ST

Sometimes an address will not be in our parcel data. In that case a window will pop up when you click on Next. If you want to use the address you entered click on it to proceed.



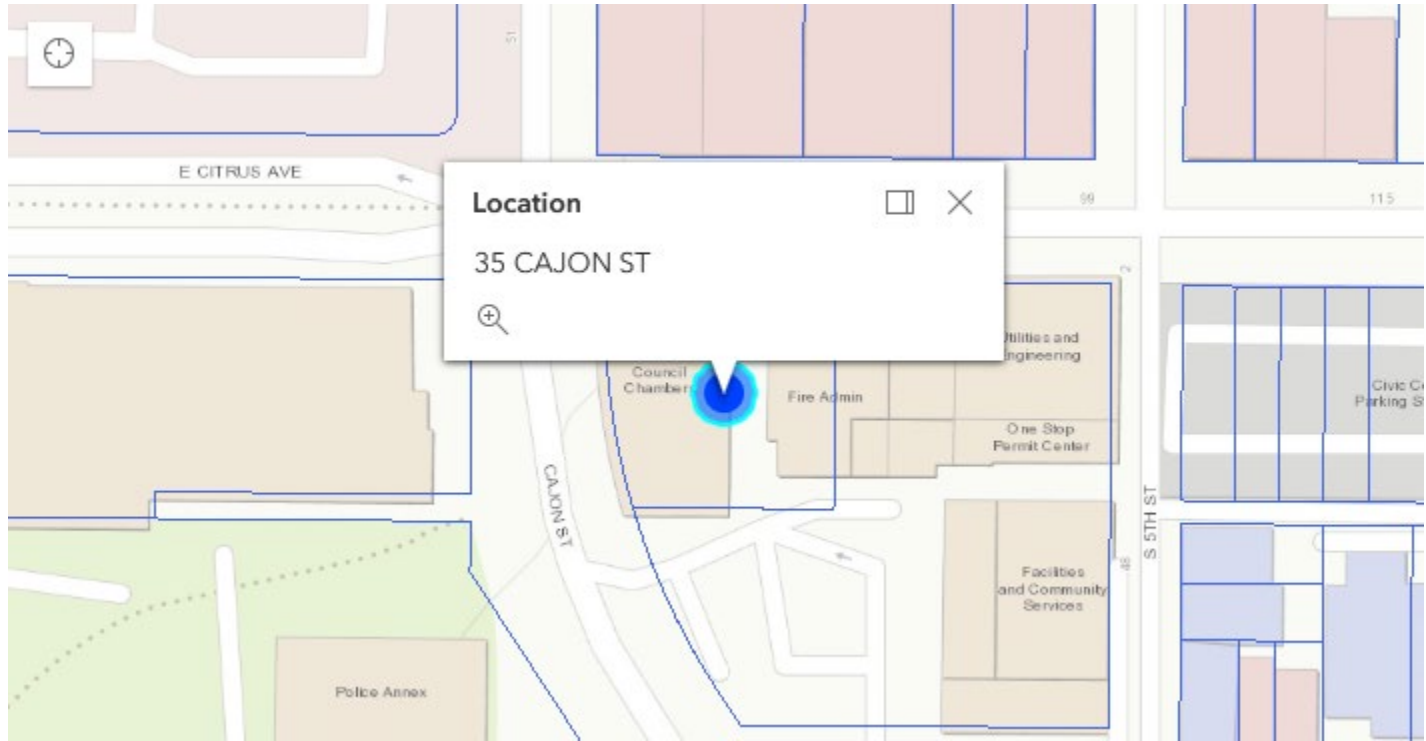
Exact Address Not Found

No addresses were found that match the location you entered. It is recommended that you close this window and enter a new address, or you can select the address below to proceed using the address you entered.

You Entered

35 new st

You can also use the map to select an address by clicking on the center of a parcel. You can zoom in on the map by using the mouse wheel or holding down the shift key and use the mouse to draw a rectangle. You can pan by clicking on the map and dragging.



2 - Contractor

Click on Select Contractor(s) to bring up a list of current contractors we have in our system. If the contractor does not appear in the list leave this section blank and bring proof of your contractor license to the One Stop Permit Center when you bring in your Building Application.

2 Contractor

Select Contractor(s)... (If the contractor does not appear in the list leave this section blank and bring proof of the contractor's current state contractor license and City of Redlands business license to the One Stop Permit Center at 35 Cajon St Suite 15A.)

Cancel Clear Previous Next

You can type a word in the search box to narrow the list of contractors.

Contractor Search

🔍 solar

Business Name	Type	License	Expiration
<input type="checkbox"/> ALLTECH SOLAR	B	713479	10/31/2021
<input type="checkbox"/> AMERICAN ARRAY SOLAR INC dba AMERICAN ARRAY SOLAR ELECTRIC	C-10	993467	06/30/2022

After you select a contractor, click on Submit then Next.

3 – People

Add the applicant information. If the applicant information matches the information of the person that is logged in you can click on [Use My Information](#) then make any changes that are needed. Otherwise just enter the applicant information. If you have a FAX number or business name to enter click on [more](#) to enter that information. Owner information will be brought over from our parcel data if you selected an address that is in our parcel data.

Applicant [more...](#) [Use My Information](#)

Name
Bob Builder

Address Line1
35 Cajon St

City Name State Zip Code
Redlands CA 92373

Phone (Home) Phone (Mobile)
909-555-1212

Email
BobBuilder@aol.com



Comment



4 – Documents

You can upload any documents you have in digital form such as Scope of Work, Site Plan, Floor Plans, Cross Sections/details, Elevations, Roof Plan, Energy Forms, Foundation Plan, Structural Framing Plans, Structural Details and/or Mechanical/Electrical/Plumbing plan.

Click on the add button then select the document you would like to upload.

5 Documents

 Add  Delete all

 35 Cajon St Site Plan.pdf Attached By: tomresh@hotmail.com	Label	306.49 KB 10/19/2021 
--	-------	---

[Cancel](#) [Clear](#) [Previous](#) [Submit](#)

After all documents have been added click on Submit. The Terms and Conditions will display. Click Accept and your application will be submitted.



Terms and Conditions

Thank-you for submitting your permit application.

To finalize this application and begin plan review or permit issuance, please visit the Building & Safety Counter located at 35 Cajon St Suite 15a between the business hours of 8:00 am to 4:30 pm from Monday to Thursday and every other Friday.

Please note the plan check process will not start until fees have been paid.

Decline

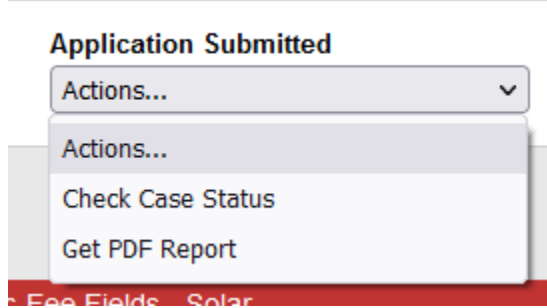
Accept

Viewing Your Permits

By clicking on [City of Redlands - Permits](#) you will see a list of permits you have submitted.



If you click on [Actions...](#) there we be two options [Check Case Status](#) and [Get PDF Report](#).



If you select [Check Case Status](#) information about the permit will be displayed.

A screenshot of a web application showing the details for a permit application. The page is divided into several sections: "Application", "Related Applications", "Addresses", "Contractors", "People", "Data", "Related Documents", and "Workflow".
Application
B-Solar
XB21-01989
35 CAJON ST
RESIDENTIAL: (N) 11.55kw PV SOLAR (ROOF MOUNTED), (33) MODULES
Application Submitted
Actions...
Created:10/12/2021
Expires:04/12/2022
Related Applications

Application Number	Name	Relationship
XB21-01956	test 123	Parent

Addresses

Address	Location Type	Location Id
35 CAJON ST	CWPARCELS	017127111

Contractors

Business Name	Type	License	Expiration
ECOSOLAR USA ELECTRICAL LLC	C-10	1045300	10/31/2022

People

Title	Name	Address
Owner	CITY OF REDLANDS - FCS	PO BOX 3005, REDLANDS, CA, 92373
Applicant	Bob Builder	35 Cajon St, Redlands, CA, 92373

Data
1-Building Misc Fee Fields - Solar
1-Residential Photovoltaic Systems (enter KWh)
Quantity: 11.55
2-Commercial Photovoltaic Systems (enter KWh)
Quantity: 0
Save
Related Documents
Add
35 Cajon St Site Plan.pdf
Attached By: tomresh@hotmail.com
Label
306.49 KB
10/12/2021
Workflow
< 1 to 10 of 12 items > Show All

Description	Result	Target End	Completed	M	Comments
Bldg Plan Submittal		10/13/2021 12:23 PM		1	
Plan Check Fees Paid				2	
Route Plan				3	
Plan Check Building				4	

You can update information if there is an edit pencil next to it.



You can also update the values in the Data area. Click on [Save](#) after you have made the changes.

Data

1 Building Misc Fee Fields - Solar ^

1-Residential Photovoltaic Systems (enter KWh)

Quantity

2-Commercial Photovoltaic Systems (enter KWh)

Quantity

[Save](#)

If you select [Get PDF Report](#) there will be two reports available:

[Building Permit Application](#) - which will be partially filled out from the information you entered. You can print this out and fill in the rest of the information and bring it with you to the One Stop Permit Center when you come in to complete the application process.

[Permit Status](#) – which will show the status of the permit.