



# We Are Open

Although the COVID-19 pandemic remains a fluid situation, the City of Fontana remains committed into helping our residents and contractors with their development needs.

There are (2) ways we can process your permit/plan check needs:

## Electronic

- 1) Fill out the [APPLICATION FOR BUILDING AND PERMIT AND PLAN CHECK](#)
- 2) E-mail the completed application to [BUILDING@FONTANA.ORG](mailto:BUILDING@FONTANA.ORG)
- 3) Your application will then be processed, and you will be notified that your permit is ready for issuance or your plan check is ready for payment and plans are ready to be submitted.
  - If you are submitting plans, a link will be emailed to you at which time you may upload your plans
- 4) Payment options will be provided to you at the time of invoicing

*Please keep in mind any submittals to [Building@fontana.org](mailto:Building@fontana.org) after 5pm on Thursday will not be processed until Monday.*



## Walk-in

No need to make appointments; just walk-in. We have implemented measures in the Development Services lobby to assist in following the guidelines set forth by the governing bodies to protect our patrons during the on-going global pandemic.

We are here to assist you:

### Monday – Thursday 8:00am – 5:00p

- 1) Please make your way to the EAST entrance of the Development Service Building
  - You will enter through the revolving door; you will stand in front of our automated system to have your temperature taken and to verify you are wearing a mask
- 2) Then make your way to the tablet under the monitor and sign in
- 3) Please have a seat in our lobby, while maintaining social distancing and wait to be called
- 4) To make your appointment run smoothly please visit our [Document Library](#) for any application or forms you made need for your visit.



#FontanaTogether



We know that this is a difficult time for you and we want help by providing as many options as we can to aid in your development needs. We appreciate your patience through this difficult time

As always please feel free to call or email us at anytime.

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Lauren Reynosa	(909) 350-6577	
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Engineering/Land Development	(909) 350-7610	Email: <a href="mailto:engineering@fontana.org">engineering@fontana.org</a>
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