



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740
communitydevelopment@chinohills.org

PERMIT PROCESS FOR A CUSTOM HOME

The first step in the permitting process for a custom home is to submit a Design Review application. Design Review is the process in which the Planning Division reviews the proposed project for zoning and architectural standards. The City's Planning Commission must approve Design Review before continuing the plan review process. There are only two areas within the City that are exempt from Design Review. Those areas are Tracts 13627-1 and 15164; however, written approval by the homeowner's association must be provided.

We recommend that during the Design Review process the applicant should submit three (3) wet signed copies of the geotechnical report for review as well as an application for a Fire Flow test. The geotechnical report must be approved prior to the submittal of grading and building plans to the Building and Safety Division. The Chino Valley Independent Fire District requires the results of a Fire Flow test for their plan reviews.

Once Design Review and the geotechnical report have been approved the precise grading and building plans can be submitted to the Building and Safety Division simultaneously. Two (2) complete wet-signed copies of the soils report that include all corrections, responses and approval letter must be submitted with the building and grading plans. Submittal checklists for the precise grading and building plans are available at the Community Development Department counter and by following the links on the second page.

A precise grading permit shall be issued and a compaction report on file with Community Development Department prior to issuance of building permits. Two (2) copies of percolation test shall be provided to the Building and Safety Division prior to the issuance of grading and building permits if a septic system is required. A copy of the Conditions of Approval by the Chino Valley Independent Fire District shall be provided to the Community Development Department prior to the issuance of building permits.

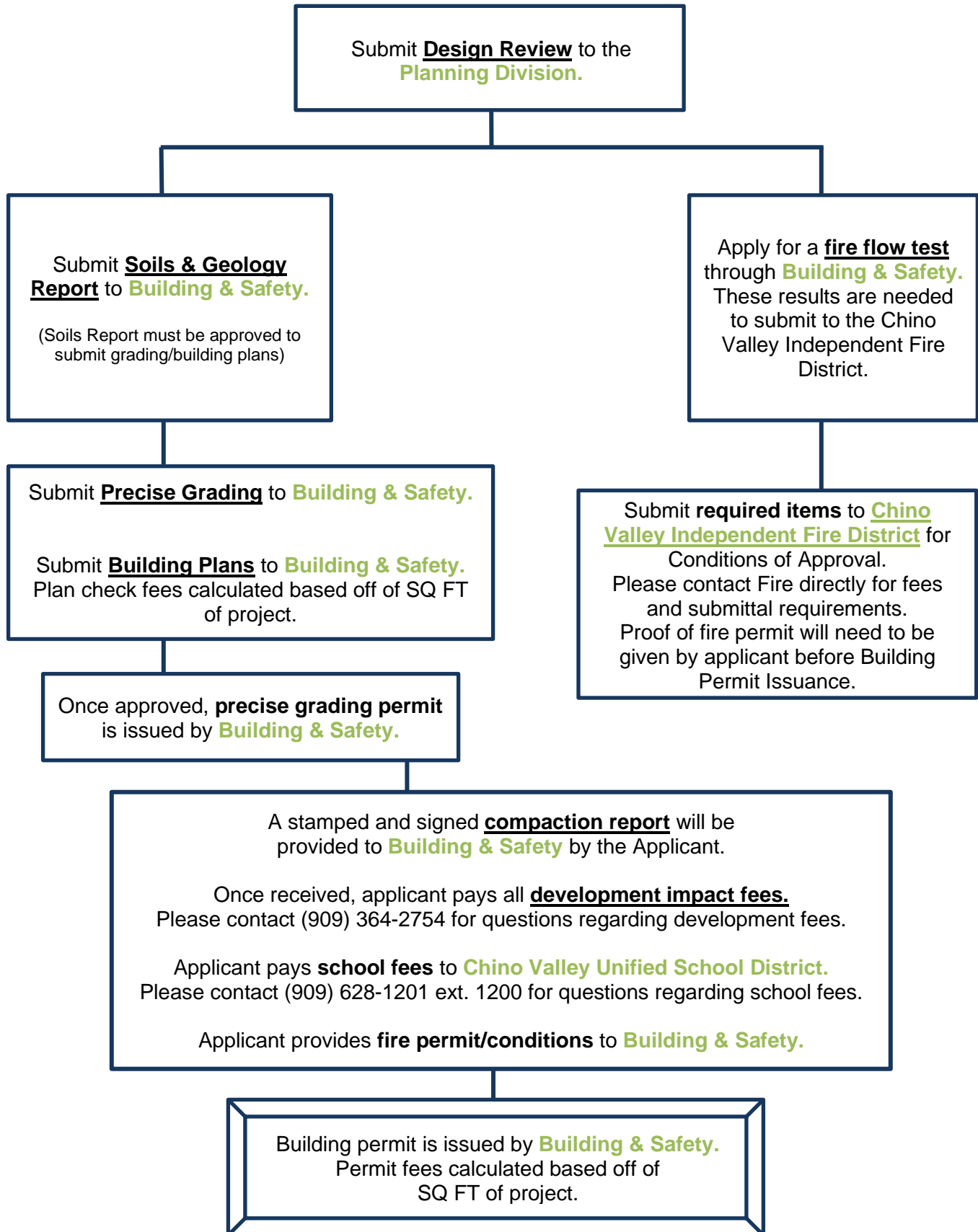
When the building plans have been approved and all required documents have been received Development fees and School fees can be paid. Those two (2) items must be paid prior to the issuance of building permits. Usually applicants pay all fees the same day in the following order: first, the Development fees are paid at the Community Development Department; and second, School fees are paid to Chino Unified School District, finally Building permits fees can be paid to the Community Development Department.

The following are telephone numbers for information regarding:

- Building & Safety – (909) 364-2780
- Planning Division – (909) 364-2740
- Development Fees – (909) 364-2754
- Fire District Review – (909) 902-5280
- School Fees – (909) 628-1201 ex. 1200
- Percolation Tests – (909) 884-4056

Please reference the following municipal code section links for more information on specific areas:

- [Section 16.06 – General Development Standards](#)
- [Section 16.08 – General Design Regulations](#)
- [Section 16.10 – Residential Districts](#)
- [Section 16.10.040 - Minimum Residential Design Guidelines](#)
- [Section 16.22 – Fire Hazard Overlay District](#)
- [Section 16.32 – Small Lot Overlay District](#)
- [Section 16.34 – Parking and Loading](#)
- [Section 16.90 – Tree Preservation](#)



For Fee Amounts, Refer To The Current “Master Schedule Of Fees, Fines & Penalties”
On The City’s Website